

## PRE-PROPOSAL MEETING AGENDA

**PROJECT NAME: INTEGRATED MECHANICAL SERVICES FOR DEFERRED  
MAINTENANCE PROJECTS  
SOLCITATION NO. 202472669**

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MEETING DATE: May 29, 2024

MEETING TIME: 11:00 a.m.

MEETING TELECONFERENCE: [Microsoft Teams Meeting Link](#) or by Phone at (720) 388-6219 /  
Conference ID: 449 596 769#

PROJECT LOCATION: Citywide

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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 – Scott McFarland
- c. DSBO Representative – Alisha Elliott
- d. Auditor’s Office/Prevailing Wage – TBD
- e. Treasury – TBD
- f. Prequalification – Krystal Guerra

### II. DSBO (Alisha Elliott)

- a. Participation – 10% MWBE
- b. **Required Form for Phase 1:** DSBO Commitment to MWBE Participation (Attachment 2)  
**\*\*\*Phase 2\*\*\* (shortlisted firms only)**
- c. Required for Phase 2: EDI Plan (Tab 1 of Phase 2)

### III. [Auditor’s Office](#) (TBD)

- a. Prevailing Wage Rates – Building Construction Projects and Heavy Construction Projects
- b. Exhibit Q of Sample Agreement

### IV. [Treasury](#) (TBD)

- a. [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)

### V. Risk Management

- a. Insurance coverage requirements – Section 4.5.3 of the Sample Agreement
- b. Standard 3 coverages required plus additional (Commercial General Liability, Business Automobile, Workers Compensation, Excess/ Umbrella Liability, Professional Liability (Errors & Omissions))
- c. Insurance and indemnity requirements are non-negotiable.

### VI. Prequalification (Krystal Guerra)

- a. Each bidder must be prequalified in category **2F Mechanical at the \$6,000,000.00 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).

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

- a. RFP is available on [BidNet](#). **Solicitation #202472669**
- 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 – June 11, 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 – June 20, 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.

**VIII. Project Overview (Scott McFarland)**

The City and County of Denver (City) is soliciting proposals for a Mechanical Contractor (MC) to provide Preconstruction, In-House Engineering, and Construction Services for multiple mechanical projects throughout the City of Denver. Most projects are deferred maintenance and include equipment replacement or facility improvements.

- IX. 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.