

PRE-PROPOSAL MEETING AGENDA
RFP FOR CM/GC SERVICES FOR
CASTRO BUILDING REVITALIZATION
SOLICITATION NO. 202474296

MEETING DATE: July 16, 2024

MEETING TIME: 11:00 AM

MEETING TELECONFERENCE: [Microsoft Teams Meeting Link](#) or by Phone at (720) 388-6219 / Conference ID: [624 487 55#](#)

PROJECT LOCATION: Castro Building – 1200 Federal Blvd., Denver, CO 80204

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 – Melanie Short
- c. DSBO Representative – Alisha Elliott
- d. DEDO Representative – John Fraundorfer
- e. Auditor’s Office/Prevailing Wage – Jose Cota-Howlett
- f. Treasury – TBD
- g. Prequalification – Krystal Guerra

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

- a. Participation – 19% MWBE - Construction Phase
- 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 5 of Phase 2)

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

- a. Denver Construction Careers Program - Workforce Requirements (Section 7 of RFP)
- b. **Required Form for Phase 1:** Workforce Commitment Form (Attachment 3)

IV. [Auditor’s Office](#) (Jose Cota-Howlett)

- a. Prevailing Wage Rates – Building Construction Projects, Prevailing Wage Administrator (PWA) Wages
- b. Exhibit H of Sample Agreement (Attachment 1)

V. [Treasury](#) (TBD)

- a. Section 17.1 of the Sample Agreement (Attachment 1)
- b. www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html

VI. Risk Management

- a. Insurance coverage requirements:



- Preconstruction: Commercial General Liability, Workers Comp, Business Auto, Professional Liability (Exhibit F – Preconstruction Agreement)
 - Construction: Commercial General Liability, Workers Comp, Business Auto, Professional Liability, Builder’s Risk, and Contractors Pollution Liability. (Exhibit T of Sample Agreement)
- 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 \$25,000,000.00 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.

VIII. RFP Administration (Michele Foust)

- a. RFP is available on [BidNet](#). **Solicitation #202474296**
- 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. Masterworks, DOTI's new Project Management system, is required. Contract Administration will complete the initial set up of the contract and the Project Manager will invite the awarded Contractor to the project in Masterworks. If needed, instructions will be provided to set up an account in Masterworks after contract execution. For more information about Masterworks for Contractors, please click [here](#).
- g. **Important Dates:**
1. **Question Deadline – July 31, 2024, no later than 2:00 p.m. All questions must be sent to doti.procurement@denvergov.org.**
 2. **Proposals Due – August 15, 2024, by 2:00 p.m.**
- h. 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.
- i. **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 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 (Melanie Short)

The City and County of Denver (City) is soliciting qualifications from interested firms to provide Construction Management/General Contractor (CM/GC) services for the Castro Building Revitalization. The primary goal of this project is to renovate the interior of the existing 300,000 square foot Castro office building in an effort to consolidate staff utilization efficiencies, upgrade dated and worn-out finishes, meet current building codes, and meet necessary ADA requirements. There are no exterior improvements anticipated in the scope of this project.

- X. **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.

City and County of Denver Department of Transportation & Infrastructure
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