

PRE-SUBMITTAL MEETING AGENDA

PROJECT NAME: RFQ LA ALMA LINCOLN PARK ARCHITECTURAL AND ENGINEERING DESIGN SERVICES 202474337

MEETING DATE: July 10, 2024

MEETING TIME: 11:00 a.m.

MEETING TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 339 636 430#

PROJECT LOCATION: District 3

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 – Micaela Martinez
- b. DOTI Project Manager – Marc Daniels
- c. DSBO Representative – Alisha Elliott
- d. Treasury – Gregory Masi

II. DSBO (Alisha Elliott)

- a. Participation – 20% MWBE
- b. Section 5 on page 20 of the RFQ
- c. Submittal Requirements: Form - Commitment to MWBE Participation (Attachment 2). MWBE Equity, Diversity, and Inclusion Plan (MWBE EDI Plan) and/or documentation of a good faith effort (GFE)

III. [Treasury](#) (Gregory Masi)

- a. Taxes section will be covered in section 5.03 in the sample agreement
- b. www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html

IV. Risk Management (April Hansen)

- 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, and Professional Liability (Errors & Omissions))
- c. Insurance and indemnity requirements are non-negotiable.

V. RFQ Administration (Micaela Martinez)

- a. RFQ is available on BidNet (Solicitation No. **202474337**).
- 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.



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- 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 24, 2024 no later than 10:00 a.m. All questions must be sent to doti.procurement@denvergov.org.**
 - 2. **Submittals Due – August 7, 2024 by 11:00 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. 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 (Marc Daniels)

Design Services for Renovations to La Alma -Lincoln Park, to include but not limited to Stakeholder Engagement, Cultural Loop, Expanded Skate Area, Expanded Playground, Relocate Basketball Court, Relocate Tennis Court, New Roller Loop, New Rhythm Skate Plaza, New Picnic Groves.

- 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.