

## PRE-SUBMITTAL MEETING AGENDA

### PROJECT NAME: INTEGRATED ACCESSIBILITY CONSTRUCTION SERVICES

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MEETING DATE: October 26, 2021

MEETING TIME: 10:00 a.m.

MEETING TELECONFERENCE: Teleconference – Phone: (720) 388-6219, Conference ID: 483-985-014# or [Join Microsoft Teams Meeting](#)

PROJECT LOCATION: Citywide, various locations

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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 – Katie Ragland
- b. DOTI Project Manager – Kyle Casinelli
- c. DSBO Representative – Erin Croke
- d. Auditor’s Office/Prevailing Wage – Natalie Fraunfelder

#### II. DSBO (Erin Croke)

- a. Participation – 14% MWBE
- b. MWBE Requirements: Section 3.G on page 17 and Section 6 on page 23 of the RFQ
- c. Proposal requirements are outlined in Section 5, page 23
- d. Form to be returned with the RFQ proposal: Commitment to MWBE Participation (Attachment 2), to be returned in Tab 4

#### III. Auditor’s Office (Natalie Fraunfelder)

- a. Prevailing Wage Rates – **Building Construction Projects (July 23, 2021), Highway Construction Projects (January 1, 2021), and Heavy Construction Projects (July 23, 2021)**
- b. All wage determinations have been included due to the multiple scopes and facilities that are being addressed.
- c. Last Section of the RFQ

#### IV. Treasury

- a. Section 10.8 of the Sample Agreement
- b. [General Tax Information Booklet](#)

#### V. Risk Management (April Hansen/Danielle Deeke)

- a. Insurance required, as outlined in Section 3.J on page 18. An affirmative statement indicating willingness to strictly comply with the Insurance and Indemnification requirements set forth in the Sample Agreement must be included in Tab 1 – Letter of Transmittal, which is outlined in Section 5, page 22.
- b. Insurance coverage requirements – Section 4.5.3 of the Sample Agreement
- c. Standard 3 coverages required (*Commercial General Liability, Business Automobile, and Workers Compensation*).
- d. Insurance and indemnity requirements are non-negotiable.



**VI. Prequalification (Jennifer Clark)**

- a. Each Integrated Contractor Program Manager (“ICPM”) must be prequalified in category **2B General Building – Occupied Buildings** 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 by email to [doti.prequal@denvergov.org](mailto:doti.prequal@denvergov.org).
- c. To view the Rules and Regulations and to obtain a prequalification application, please visit [www.denvergov.org/prequalification](http://www.denvergov.org/prequalification).

**VII. RFQ Administration (Katie Ragland)**

- a. RFQ is available for download at QuestCDN (**eBid #8026993**).
  - [QuestCDN Plan Download Instructions](#)
  - [QuestCDN VBid Bidder Instructions](#)
- b. Firms and stakeholders can view the plan holders on QuestCDN by visiting the project page and selecting “View Plan Holders” in the upper left-hand corner. For those interested in being listed on a pre-submittal meeting attendance sheet, please email me your name, number, email address and whether you are a prime or sub for this project at [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org) by the end of the day and I will put an attendance sheet together to post on [www.work4denver.com](http://www.work4denver.com) and sent out via QuestCDN.
- c. Verify and use legal name, per [Colorado Secretary of State](#). Certificate of Good Standing to be provided in Tab 1 – Letter of Transmittal of the RFQ proposal.
- 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 QuestCDN at least 5 business days prior to proposal due date. Proposers should acknowledge all addenda in Tab 1 – Letter of Transmittal, which is outlined in Section 5, page 22.
- f. **Diversity and Inclusiveness in City Solicitations Information Request Form** must be completed [online](#), and a copy is to be returned with the RFQ proposal in Tab 1 – Letter of Transmittal.
  - Please provide this agenda to the person who will be responsible for the completion of the Diversity and Inclusiveness survey.
  - Ensure the email address input for the City contact is [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org).
- g. **Important Dates:**
  - **Question Deadline – November 3, 2021 no later than 3:00 p.m. All questions must be sent to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org).**
  - **Proposals Due – November 23, 2021 by 11:00 a.m.**
- h. Proposals for this RFQ will ONLY be received and accepted via the online electronic bid service through [www.QuestCDN.com](http://www.QuestCDN.com). Consultants must be on the plan holders list through QuestCDN for proposals to be accepted. Please reach out to Quest if there are questions.
- i. **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 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.

**VIII. Project Overview (Kyle Casinelli)**

Work will be accomplished via an Integrated Contract, where Task Orders and Work Orders will be issued for correction of ADA non-compliant elements throughout the City and sidewalk construction/reconstruction. Non-compliant items are of various types, including toilet partitions/fixtures, paving/flat work, elevators and controls, signage, door hardware, gate hardware, vending machines, EV charging stations, ATM fare machines, millwork, restroom accessories, misc. sidewalks, and ramps. Locations include, but are not limited to the Colorado Convention Center, Lindsey-Flanigan Courthouse,



# DENVER

THE MILE HIGH CITY

Denver Animal Shelter, DPAC, East Side Office Building, Fire Station 2, Fire Station 10, Fire Station 18, Fire Station 9, Fire Station 26, Justice Center Detention Center, Police District 1, Police District 2, Police District 3, Castro Building, Wellington Webb Building, and Red Rocks Amphitheater.

- 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.