

PRE-SUBMITTAL MEETING AGENDA

PROJECT NAME: 2022 TRANSPORTATION AND MOBILITY PROFESSIONAL SERVICES ON-CALL

MEETING DATE: June 21, 2022

MEETING TIME: 11:00 a.m.

MEETING TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 117 958 978 9#; [Click here to join the meeting](#)

PROJECT LOCATION: Citywide

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 – Regina Diaz
- b. DOTI Project Manager – Amy Foreman
- c. CDOT Representative

II. Treasury Division – taxauditadmin@denvergov.org

- a. The Treasury Division collects, records, and deposits all City and County of Denver taxes and other City revenues, and ensures compliance with all applicable tax law.
- b. www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html

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

IV. RFQ Administration (Regina Diaz)

- a. RFQ documents is available for download at www.bidnetdirect.com//cityandcountyofdenverdoti, reference **Solicitation No. 202263223**. 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 by the end of the day and I will put an attendance sheet together to post on www.work4denver.com.
- b. Verify and use legal name, per [Colorado Secretary of State](#).
- c. Confirm registration with the [System for Award Management \(SAM\)](#); registration is free.
- d. Addenda and/or notices will be sent by email notification via BidNet at least 5 business days prior to submittal due date.
- e. **Diversity and Inclusiveness in City Solicitations Information Request Form** must be completed [online](#), and a copy is to be returned with the RFQ submittal.
 - 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.

City and County of Denver Department of Transportation & Infrastructure
Office of the Executive Director
201 W. Colfax Avenue, Dept. 608 | Denver, CO 80202
www.denvergov.org/doti
Phone: 720-865-8630



f. Important Dates:

- 1. Question Deadline – June 30, 2022 no later than 10:00 a.m. All questions must be sent to doti.procurement@denvergov.org.**
 - 2. Submittals Due – July 21, 2022 by 10:00 a.m.**
- g. Submittals for this RFQ will ONLY be received and accepted via the online electronic bid service through www.bidnetdirect.com/cityandcountyofdenverdotti. Late submissions will not be accepted.
- h. **REMINDER:** All communication must be sent to doti.procurement@denvergov.org. Any Consultant 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.

V. Project Overview (Amy Foreman)

The City and County of Denver (CCD) Department of Transportation and Infrastructure obtains Federal funding for various traffic and transportation related projects, and is seeking firms to provide On-Call Professional Services in the area of Traffic, Transportation, Bicycle and Pedestrian, Multimodal, Parking, Civil, Water Resources, Survey, Utility, Geotechnical, Material Testing, Construction Management, Environmental, and various services to support a multitude of Transportation and Mobility projects and other City Agency projects as necessary.

- VI. 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.