

PRE-SUBMITTAL MEETING AGENDA

PROJECT NAME: LORETTOR HEIGHTS THEATER CAMPUS CM/GC

MEETING DATE: October 12, 2023

MEETING TIME: 2:00 p.m.

TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 887 274 469#

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 – Tricia Ortega
- b. DOTI Project Manager – Matt Young
- c. DSBO Representative – Rakim Slaughter
- d. DEDO Representative – Janay Lewis
- e. Auditor’s Office/Prevailing Wage – Kandice McKeon
- f. Treasury – Nina Andrew
- g. Prequalification – Krystal Guerra

II. DSBO – Division of Small Business Opportunity (Rakim Slaughter)

- a. Participation – 13% MWBE
- b. Section 5, Item L on page 12 and Section 8 on page 17 of the RFP
- c. Form Required for Phase 1: Commitment to MWBE Participation (Attachment 2)
- d. Required for Phase: Equity, Diversity, and Inclusion (EDI) Plan

III. DEDO – Denver Economic Development & Opportunity (Janay Lewis)

- a. Workforce Development Program – page 12 of RFP
- b. Phase 2 Shortlisted firms only – Workforce Plan, page 24 of RFP

IV. [Auditor’s Office](#) (Kandice McKeon)

- a. Prevailing Wage Rates – Building Construction Projects, Heavy Construction Projects, and Highway Construction Projects.
- b. Section 5 of the RFP and Exhibit F of the Construction Sample Agreement

V. [Treasury](#) (Nina Andrew)

- a. Sections 16.1 of the Sample Agreement
- b. www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html

VI. Risk Management

- a. Insurance coverage requirements – Section 10.2 of the CM/GC Construction Sample Agreement (Attachment 1) and Section 8 of the Preconstruction Services Agreement (Exhibit D of the CM/GC Construction Sample Agreement)
- b. CM/GC Construction Agreement: Standard 3 coverages required plus additional (Commercial General Liability, Business Automobile, Workers Compensation, Professional Liability (Errors & Omissions), Builder’s Risk or Installation Floater, and Contractor’s Pollution Liability including Errors and Omissions)

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- c. Preconstruction Services Agreement: Standard 3 coverages required plus additional (Commercial General Liability, Business Automobile, Workers Compensation, and Professional Liability (Errors & Omissions))
- d. Insurance and indemnity requirements are non-negotiable.

VII. Prequalification (Krystal Guerra)

- a. Each bidder must be prequalified in category **2A General Building Unoccupied Building at or above the \$60,000,000.00 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. RFQ Administration (Tricia Ortega)

- a. RFP is available on [BidNet](#).
- b. After today's meeting, a list of firms that have downloaded the RFQ 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 by email notification via BidNet at least 5 business days prior to submittal due date.
- f. **Important Dates:**
 - 1. **Question Deadline – October 24, 2023, no later than 2:00 p.m. All questions must be sent to doti.procurement@denvergov.org.**
 - 2. **Submittals Due – November 2, 2023, by 2:00 p.m.**
- g. Submittals for this RFQ 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. 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 (Matt Young)

The City is soliciting responses to this Requests for Proposals from qualified firms to provide Construction Management/General Contracting services for the Loretto Heights Theater Campus Project at 3001 S Federal Blvd, Denver, CO 80236. The project will include renovation of, and an addition to the existing theater; renovation of the existing adjacent library building for theater support space; and a new parking garage and associated site work.

The City wishes to improve Denver's southwest area access to cultural or performing arts venues since the Loretto Theater closed five years ago. In order to do achieve this, this project will renovate and rehabilitate the Theater at the Loretto Heights Campus. The renovation will address major systems and finishes that are beyond their useful life. The project will also include conveyance systems refurbishment and a parking structure.

The primary focus of the Loretto Heights Theater Campus Project includes renovation of the existing Theater to meet current ADA requirements, replacement and reconfiguration of theater seating,

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replacement and renovation of theater equipment to meet current code and functionality standards, renovation of restrooms throughout, renovation of public lobby/reception spaces for modern functionality and access, upgrade HVAC systems, new parking structure, and exterior access improvements. This includes building system upgrades, new interior finishes, data and technology upgrades, FFE, as well as environmental abatement as necessary.

- 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.