

## PRE-SUBMITTAL MEETING AGENDA

### PROJECT NAME: ON-CALL FLOW DATA AND HYDRAULIC MODELING SUPPORT

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CITY PROJECT NO.: 202476587

MEETING DATE: December 11, 2024

MEETING TIME: 2:00 p.m.

MEETING TELECONFERENCE:

[Join the meeting now](#) or by Phone at (720) 388-6219 / Conference ID: 113 762 475

PROJECT LOCATION: Citywide

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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 – Cheryl Booker
- b. DOTI Project Manager – Jun Meng
- c. DSBO Representative – Aki Chouhdry

#### II. DSBO (Aki Chouhdry)

- a. Participation – 15% MWBE
- b. Section 6 on page 6 of the RFQ
- c. Requirements: Commitment to MWBE Participation (Attachment 2) and MWBE EDI Plan

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

- a. Section 5.03 of the Sample Agreement
- b. [www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html](http://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, Professional Liability (Errors & Omissions))
- c. Insurance and indemnity requirements are non-negotiable.

#### V. RFQ Administration (Cheryl Booker)

- a. RFQ is available on [BidNet](#) (reference Solicitation No. 202476587).
- b. After today's meeting, a list of firms that have downloaded the RFQ ~~BDP~~ will be posted in BidNet under the Communication tab and titled Solicitation Document Report. This same report will also be posted on [Do Business with DOTI](#). Please make sure your firms have the correct contact information.



- 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 ~~Quest~~CDN at least 5 business days prior to submittal due date.
- f. **Important Dates:**
  - 1. **Question Deadline – December 18, 2024 no later than 5:00 p.m.**  
All questions must be sent to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org).
  - 2. **Submittals Due – January 22, 2025 by 2:00 p.m.**
- g. Bids for this project will ONLY be received and accepted via the online electronic bid service through BidNet: <https://www.bidnetdirect.com/colorado/cityandcountyofdenverdoti>.  
For assistance, please contact Bidnet Direct Vendor Support at 800-835-4603, option 2.
- h. **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.

**VI. Project Overview (Jun Meng)**

On-Call professional services for management of the City's flow monitoring network, supporting the update of the City's sanitary sewer master planning model, conducting capacity assessment and alternative evaluation studies.

- VII. 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.