

PRE-SUBMITTAL MEETING AGENDA
PROJECT NAME: 2026 CATEGORY ON-CALL PROFESSIONAL SERVICES
SOLICITATION NO. 202579252

MEETING DATE: May 20, 2025

MEETING TIME: 1:00 p.m.

MEETING TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 121 108 717#

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 – Micaela Martinez
- b. DOTI Project Manager – Jennifer Williams
- c. DSBO Representative – Ronn Nixon
- d. Treasury – Quintin Hilburn

II. DSBO (Ronn Nixon)

- a. Participation – MWBE goals vary for each category
- b. Section 4 on page 25 of the RFQ
- c. **Required Form** to be returned with submittal:
 - **Commitment to MWBE Participation** (Attachment 1)
 - **DSBO Program Requirements Handbook – Signature Statement** (Attachment 2)
 - **MWBE Utilization Plan** (Attachment 3)

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

- a. Section 5.03 of the Sample Agreement
- b. [General Tax Information Booklet](#)

IV. Risk Management

- 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 (Micaela Martinez)

- a. RFQ is available on [BidNet](#), reference **Solicitation No. 202579252**.
- b. After today's meeting, a list of firms that have downloaded the solicitation documents 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 at least 5 business days prior to submittal due date.



- f. Masterworks, DOTI's new Project Management system, is required. The Project Manager will invite the awarded Consultants 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 – June 3, 2025 no later than 10:00 a.m. All questions must be sent to DOTI.Procurement@denvergov.org.**
 - 2. **Submittals Due – June 24, 2025 by 10:00 a.m.**
- h. Submittals for this RFQ 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 at 800-835-4603, select option 2.
- 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 (Jennifer Williams)

The goal of this Project is to provide Professional Services On-Call services in 14 distinct planning and engineering services. These contracts will be used to support delivery of DOTI capital projects and programs. Each category has a specific scope of work that supports different project delivery needs. Selection committees will use the criteria below to make selections in each category. Awarded contracts for each firm will be executed to include all selected categories.

- 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.