



CITY OF DURHAM

Public Works Department

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www.DurhamNC.gov

January 12, 2017, 3:00 PM
City of Durham, Committee Room, Second Floor

Pre-Submittal Conference Minutes

Request for Qualifications (RFQ)

RFQ No. SD-2017-01

Stormwater Professional Services

1. City staff in attendance introduced themselves.
2. All other attendees were asked to include their contact information on the conference attendee sheet.
3. Available RFQ information was discussed. The project web page (<http://durhamnc.gov/2978>) will be updated with current information including future addenda and requests for information.
 - a. RFQ
 - b. Addendum No. 1 (dated 01/09/2017)
 - c. Electronic versions of Forms 1 and 2
 - d. RFQ Holder List
4. Send an email to Dana.Hornkohl@DurhamNC.gov to receive notification of web page updates.
5. The professional and support services included in this RFQ will address stormwater infrastructure and stormwater quality projects. The majority of these projects are identified annually in the Stormwater Capital Improvement Program (CIP). Additional project sources include emergency work, routine work to augment staff during periods of heavy workload, as well as other departments and divisions.
6. Routine stormwater projects that would result in estimated fees of \$100,000 or less will likely be routed to the City's Small Local Business Enterprise (SLBE) program initially. If there are not three firms in that program that can perform the work, then the project would be directed to this On-Call Stormwater Professional Services program. If the project is specialized (services outside of those identified in the RFQ), or the fee is likely well in excess of \$100,000, a traditional RFQ would be issued.
7. Angela Henderson with the Department of Equal Opportunity and Equity Assurance (EO/EA), (919) 560-4180, ext. 17244, Angela.Henderson@DurhamNC.gov, explained the Underutilized Business Enterprise (UBE) requirements.
8. Evaluation criteria: Coversheet, Tabs 1-5, Forms 1 and 2, UBE information.
9. Submittal deadline: Tuesday, January 31st at 2:00 PM.
10. Submittal review and interviews. Interviews for teams that are shortlisted will likely be scheduled for the week of February 20th.
11. Selected teams and the randomized list.
12. Master Services Agreements (MSAs) are intended to be for a three year period with an option to extend for an additional year.
13. Supplemental Services Agreements (SSAs) will be negotiated for each individual project, or set of projects.
14. Attendee Questions/Discussions.
 - a. How is 'local' defined for the Small Local Business Enterprise (SLBE) program? *Local is defined in [Section 18-83](#) in Durham Code of Ordinances as having a principal office or a regional office within Durham, Chatham, Orange, or Person counties for a minimum of 1-year.*

- b. Does the employee breakdown form need to be completed for an entire company or just the local office? *The employee breakdown should be completed for the office where the majority of the services are proposed to be performed.*
- c. If a proposed project enters the SLBE program and there are not three firms qualified to perform the work, will the firms in the SLBE program be added to the On-Call Stormwater Professional Services program? *No. Any firm must be chosen as part of this RFQ process to be placed in the On-Call Stormwater Professional Services program.*
- d. How many firms will be selected for the On-Call Stormwater Professional Services program? *The number of selected firms will be determined after the review panel determines the number of qualified teams that submit as part of this RFQ.*

Dana P. Hornkohl

These minutes were prepared by Dana Hornkohl and Greg Smith on January 16, 2017. Please provide comments and/or additions concerning these minutes by e-mail to Dana.Hornkohl@DurhamNC.gov by the close of business Friday, January 20, 2017.