



**CITY OF DURHAM**

Department of Public Works  
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**Date: August 2, 2017**

**To: Perspective Bidders**

**Subject: Addendum One: Pre-Submittal Meeting Minutes**

**Project: RFQ for Utility Locate Services (ST-289)**

A Pre-Submittal meeting was conducted on August 1, 2017 for RFQ for Utility Locate Services (ST-289). This addendum is to address the minutes from the pre-submittal meeting and address any questions or issues that were raised by perspective firms.

The minutes from the meeting were as follows:

- Attendance Introduction and Sign in
- Schedule
  - Questions Submitted 7 days before bid opening
  - Proposals Due – August 16, 2017 by 4:00 PM
  - Shortlist Interviews – August 28 - 31, 2017
  - Complete Negotiations – September 15, 2017
  - **City Council Work Session – October 5, 2017**
    - **Council has been asking that a representative from the firm selected be present at the City Council Work Session where the contract is being presented. They typically ask questions about the firm’s workforce diversity.**
  - City Council Approval – October 16, 2017
  - Anticipated NTP – November 2017
  - Anticipated Completion – November 2018
- UBE Goals – Angela Henderson
  - No Goals
  - Forms are on webpage
    - Proposal needs to include Participation Documentation and Employee Breakdown
- Project Details
  - 1-3 Locators
  - Typical Day
  - Weekend/Overnight Work
  - Equipment
  - Damage to City owned infrastructure

The questions asked at the pre-submittal meeting were as follows:

**What are you expecting in the proposal with regard to rates?**

Currently, we will not discuss cost or rates. Once a firm is selected, we will negotiate prices with them.

**Is there a page limit?**

The proposal should be no more than 10 pages front and back. This does not include the cover page, resumes, and EOE documentation.

**What type of equipment do City locators use?**

City locators use the McLaughlin MPL-H10 Verifier G2 Digital Locator. Any approved equivalent or better equipment supplied by the firm is acceptable.

**Is there anything really difficult to locate within the City.**

Typically there aren't any specific areas. The difficult to locate items are when a water line touches a gas line. In these cases, the gas line may get mistaken for a water line. Also, on cross country lines (line outside of the Right-of-Away), the area may be more difficult to navigate creating difficulties in locating.

**What exactly is being located, are laterals included?**

You will only need to locate City-owned infrastructure (water, sewer, and storm water). Laterals only need to be located to the cleanout or meters which are typically located on the edge of the right of way. You should not need to locate anything on Private property.

If you have any other questions, please let me know. Questions should be submitted prior to 4:00 PM on August 9, 2017.

Sincerely,



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