

**PRE-BID CONFERENCE MINUTES****CONTRACT: SD-2018-04****PROJECT: STORMWATER INFRASTRUCTURE REPAIRS**

Date: December 13, 2017

Time: 2:00 PM

Location: City of Durham, Public Works Conference Room 3B, Third Floor

Attendees: See attached meeting attendees list

1. All attendees are asked to include their contact information on the conference attendee sheet. Minutes of the conference will be distributed to all attendees via email and posted on the Project web page.
2. Contract information includes: Project Manual with appendices, construction drawings, and a blank Excel Unit Price Work form. Please see the Project web page (<http://durhamnc.gov/3254>) for all bidding information including future addenda and requests for information. A list of the Project Manual holders is regularly updated and placed on the Project web page.
3. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to SSDProjects@DurhamNC.gov notifying the City of your intent to bid on this project.
4. The Project involves the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete installation of repairs, rehabilitation, and improvements of stormwater drainage systems at various site locations throughout the City of Durham.
5. This Project is being structured and advertised for qualified Small Local Business Enterprise (SLBE) firms.
6. Additional work of a similar nature and similar unit items (up to 50%) may be included in this Contract (see section C-700, paragraph 10.01.C of the Project Manual).
7. The City of Durham is the Engineer and Owner of the Project.
8. Eric Miller with the Department of Equal Opportunity and Equity Assurance (EO/EA), (919) 560-4180, ext. 17241, Eric.Miller@DurhamNC.gov, will explain the Underutilized Business Enterprise (UBE) requirements for bidding.
 - a. UBE goals for the Project are as follows (see Appendix A of the Project Manual).
 - i. Minority UBE Participation Goal: 11%
 - ii. Women's UBE Participation Goal: 7%
 - b. A listing of UBE firms is included in the bidding information (see Appendix B of the Project Manual).
 - i. *3 systems exist for finding UBE firms;*
 1. *HUB Directory (see City of Durham's list)*
 2. *NCDOT System*
 3. *AA System*
 - c. Two UBE forms must be submitted with your Bid (see Appendix A of the Project Manual).
 - i. E-101: UBE Participation on Base Bid
 - ii. E-104: Employee Breakdown
 1. *EE01 is an acceptable equivalent form*
 - d. If your firm is the apparent successful bidder and you are unable to meet the UBE goals for this project, you will be asked to submit documentation showing a good

- faith effort to engage the firms included on the UBE listing. *To occur within two (2) days of bid opening.*
- e. If you have any questions about the UBE program or requirements, please contact Eric Miller using the contact information listed above.
 - f. *Eric handed out a UBE summary sheet, which is attached to these minutes.*
9. All bidders are required to submit a record of their safety qualifications (see Appendix I of the Project Manual). Please complete the form in its entirety and provide additional information as directed on the form. Failure to provide all of the required information may result in a bid being deemed non-responsive.
 10. Pay close attention to the Insurance Requirements (see section 005215, paragraph 1.10.H of the Project Manual) and pricing should reflect any additional cost which might be incurred to meet the minimum requirements.
 11. A blank Excel Unit Price Work form may be found on the Project web site for inclusion in Bids. It is the Bidder's responsibility to ensure all items in the Unit Price Work form are correct.
 12. The Project Sites are primarily located within the City rights-of-way and adjacent private property. Currently, there are three (3) projects identified in the Contract:
 - a. 1010 Proctor Street Pipe Replacement
 - b. Steele Avenue (103) Pipe Replacement
 - c. 1003 Starlight Drive Pipe Replacement
 13. The City is securing rights-of-entry to perform the work on private property. The rights-of-entry will be in place in time for the commencement of construction.
 14. It is anticipated that a Notice to Proceed will be issued in February of 2018 *if project is awarded for amount \$300,000 or less. If over this amount, city council will need to approve and the Notice to Proceed date would be anticipated in March/April.*
 15. Contract Times: 120-calendar days to Substantial Completion with an additional 30-calendar days to Final Completion.
 16. Contractor shall use the City's contract managing program, PDRx, during the execution of the Contract. This software is web based and administered by the City.
 17. Any errors or omissions discovered in the Project Manual or construction Drawings should be brought to the attention of the Engineer and the City in writing.
 18. All questions or requests for information must be submitted by 5:00 PM, Friday, December 22, 2017. No addenda will be issued after Friday, December 29, 2017.
 19. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Friday, January 5, 2018 at 1:00 PM to be held in this same conference room.
 20. Greg Smith will serve as the project manager. His phone number is (919) 560-4326, ext. 30255 and e-mail is Greg.Smith@DurhamNC.Gov.
 21. Attendee Questions/Discussions:
 - a. *Reviewed construction drawings*
 - i. *Starlight: Brick retaining wall to be removed, not replaced*
 - ii. *Starlight: Granite curb detail applies here. Both sides*
 - iii. *Proctor: Stressed that trees are to be saved unless noted*
 - iv. *Proctor: Note #4 to be removed*
 - b. *Cost for holding or relocating utility pole, if needed: Allowance item on bid form*
 - c. *Budget: \$250,000-\$275,000*
 - d. *SLBE project: Prime contractor must be on SLBE list at time of advertisement*

These meeting minutes were prepared by Greg Smith. Errors or omissions should be directed to greg.smith@durhamnc.gov no later than Friday, December 22, 2017.

