



**PRE-BID MEETING MINUTES**  
**CONTRACT: 10-013**  
**PROJECT: DURHAM RAINCATCHERS**

Date: February 7, 2013

Time: 10:00 AM

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

Attendees: See attached attendee list.

1. All attendees were asked to include their contact information on the meeting attendee sheet. Minutes of the meeting will be distributed to all attendees.
2. Daniel Love, the City of Durham Equal Opportunity/Equity Assurance Specialist explained to the attendees that there were no EO/EA requirements. He also stated that the Procurement Forms, 1-4, all needed to be completed, signed and turned in with their respective bid packages, to be responsive. Specifically, he instructed that Form 3, the EO Statement be completed by attaching a company statement. He also instructed that he could provide a template for creating a company statement.
3. It was stated that Contract information includes: Project Manual, construction Drawings, and a blank Excel unit price work form. Attendees were directed to the project web page (<http://durhamnc.gov/ich/op/pwd/consproj/Pages/SD-2012-05.aspx>) for all bidding information including, appendices and forms for the project manual, future addenda and requests for information. A list of the Project Manual holders will be regularly updated and placed on the project web page.
4. It was stated that the project involves the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete installation of new and replacement storm drainage pipe and structures, water service, field grading and soil amendments, irrigation, sod, and miscellaneous park amenities.
5. Project site location maps were distributed to the attendees.
6. Attendees were directed to the website, where the project manager contact information is available. The Project Manager for Public Works is Laura Webb Smith, (919) 560-4326, ext. 30235, [Laura.Smith@DurhamNC.gov](mailto:Laura.Smith@DurhamNC.gov).
7. It was stated that all bidders are required to submit a record of their safety qualifications (see Appendix B). The form needs to be completed in its entirety and submitters need to 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.
8. It was stated that a blank Excel unit price work form will be posted on the project web site for inclusion in Bids, and that it is the Bidder's responsibility to ensure all items in the Unit Price Work Form are correct.

9. It was stated that in order to receive email notification of any addenda or clarifications, send an e-mail to [laura.smith@durhamnc.gov](mailto:laura.smith@durhamnc.gov) notifying the City of your intent to bid on this project.
10. 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.
11. All questions or requests for information must be submitted by 5:00 PM, February 19, 2013. No addenda will be issued after February 22, 2013.
12. Compile Bid packages carefully. Include all of the required items. Submit bid packages by Thursday, February 28, 2013
13. Bids will be opened at 10:00 AM on Monday March 4 in this same conference room.
14. It is anticipated that a Notice to Proceed will be issued in March of 2013.
15. Contract Times: 200 calendar days to Final Completion.
16. The budget for this project is less than \$150,000
17. Attendee Questions
  - a. Are there any options, besides the specification, for soil media such as using excavated soil from the site to which pine bark fines have been added? *No, the specification for soil media needs to be followed, since the expressed goals of the project are to maximize water quality.*
  - b. Is the Contractor responsible for locating utilities? *Yes.*
  - c. How is the irrigation of the plants to be handled? *The homeowners will sign an agreement with the City to irrigate and care for the plants installed. The warranty, as stated in the specifications, is that the City will monitor the plantings for 3-6 months after installation and if survival of the plantings is below 80%, then the Contractor will be responsible for the replacement of half of the non-surviving plants.*
  - d. When will trees be planted? *It is anticipated that the trees will be planted in the fall, at the end of the project period.*
  - e. Is there a list of addresses where work will be performed *Yes, the City will provide that list later.*
  - f. Are the locations of each rain garden on an individual property predetermined and rigid? *No, some flexibility exists to allow for modifications due to utilities, local topography, and other obstructions. The property owner, Designer and City must be involved in the decision to modify the location of project components.*
  - g. Is there a prescribed work schedule for hours during the week and weekends? *The days/times when work will be allowed will be posted on the project website.*
  - h. The project manual indicates that the property should be restored to original condition. What about pruning that must be performed, vegetation in footprint of proposed rain garden? *This relates mostly to replacing damaged grass, fixing ruts from construction equipment, etc. The owner must be satisfied with the state of*

*the property after construction. Pruning and removal of vegetation will be handled on a case by case basis.*

- i. Is the quantity of media given? *The estimated quantity of rain garden media is listed on the bid tab.*
- j. A comment was made that media can be packaged and transported from curbside to the rain garden site if need be.