



## **PRE-BID CONFERENCE MINUTES**

### **CONTRACT: SD-2013-04**

### **PROJECT: ROUTINE DITCHING AND PIPE REPLACEMENT**

Date: December 20, 2013

Time: 1:00 PM

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

Attendees: See Enclosed List

1. All attendees were asked to include their contact information on the sign-in sheet (enclosed). Minutes of this meeting will be distributed to all attendees.
2. Contract information includes: Project Manual, appendices, construction Drawings, and a blank Excel unit price work form. Please see the project web page (<http://durhamnc.gov/ich/op/pwd/consproj/Pages/SD-2013-04.aspx>) 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. The project involves the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete installation of replacement storm drainage pipe and structures as well as grading of existing road side ditches within City of Durham rights-of-way.
4. The Work Sites for this Contract include, but are not limited to, locations in need of routine ditching or pipe replacement within the City of Durham's local rights-of-way as identified by the Engineer. Work may also be located on City-owned or private property. Work Sites shall be identified by the Engineer. Contractor shall mobilize to each Site within ten calendar days of identification, unless otherwise approved by the Engineer. It is not anticipated that a significant amount of the Work will be located within North Carolina Department of Transportation (NCDOT) rights-of-way, except to connect replacement piping.
5. The Engineer for the Project and project manager for the Department of Public Works is Dana Hornkohl, (919) 560-4326, ext. 30246, [Dana.Hornkohl@DurhamNC.gov](mailto:Dana.Hornkohl@DurhamNC.gov).
6. The City will secure rights-of-entry to perform the work on private property. The rights-of-entry will be in place prior to the commencement of construction.
7. Additional work of a similar nature and similar Unit Price work items (up to 50%) may be included in this Contract (see section C-700, paragraph 10.01.C of the Project Manual).
8. Dan Love with the Department of Equal Opportunity and Equity Assurance (EO/EA), (919) 560-4180, ext. 17245, [Dan.Love@DurhamNC.gov](mailto:Dan.Love@DurhamNC.gov), will address any questions or concerns related to Small Disadvantaged Business Enterprise (SDBE) requirements for bidding (see enclosure). No attendees indicated that they needed to go through the prequalification process.
9. All bidders are required to submit a record of their safety qualifications (see Appendix I). Please complete the form completely 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. The Project currently involves fifty-nine (59) unit price work items. Beside each item on the Unit Price Work Form the standard reference is included. The project manager briefly reviewed the Project Special Provisions.
  - a. Select Tree Removal
  - b. Flowable Fill
  - c. Undercut Excavation
  - d. Ditching
  - e. Traffic Control
  - f. Asphalt Cement Binder
  - g. 8-inch Sanitary Gravity Sewer
  - h. Mobilization: The following items are included in “Mobilization” and are incidental to the Work (see Section 30 11 00, Paragraph 1.9.A).
    - i. Saw cutting existing pavement, curb, gutter, driveway, and sidewalk for removal.
    - ii. Removal and disposal of existing granite curb and concrete curb and gutter.
    - iii. Removal and disposal of existing asphalt and concrete pavement.
    - iv. Removal and disposal of existing storm drainage pipes and structures.
    - v. Removal and disposal of existing concrete driveways.
    - vi. Removal and disposal of existing concrete sidewalks.
    - vii. Fine grading all Work and Site areas.
    - viii. Traffic control (vehicular and pedestrian) for “routine” sites as depicted on the Drawings.
    - ix. Erosion control.
    - x. Unsuitable soil removal.
  - i. Allowances
11. It is anticipated that a Notice to Proceed will be issued in February of 2014.
12. Contract Times: 730-calendar days.
13. 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.
14. Contractor shall use Primavera Contract Management and PDRX during the execution of the Contract.
15. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to [SSDprojects@durhamnc.gov](mailto:SSDprojects@durhamnc.gov) notifying the City of your intent to bid on this project.
16. 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.
17. All questions or requests for information must be submitted by 5:00 PM, Thursday, January 2, 2014. No addenda will be issued after Friday, January 3, 2014.
18. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Thursday, January 9, 2014 at 2:00 PM to be held in this same conference room.
19. Attendee Questions
  - a. What is the Project budget? *The Project budget is between \$750,000 and \$850,000.*
  - b. Please explain the allowances for this Project. *There is an allowance for Utility Line/Pole Relocation and Coordination (Section 30 11 00, Paragraph 1.10.A) and Testing and Inspecting (Section 30 11 00, Paragraph 1.10.B). Amounts for these allowances were omitted. The amounts will be included in Addendum No. 1.*
  - c. Is there a maximum depth for installation of Unit Price work items 39, 41, 43, 45, and 47 (R.C. Pipe Culvert, Class III, 5.1-feet and higher)? *A maximum depth was omitted. The maximum depth will be included in Addendum No. 1.*
  - d. Is surveying incidental to the Work? *Yes. For routine ditching, the Contractor shall determine and verify ditch grades within the field. For pipe replacement, the Contractor*

*shall determine and verify grades of existing pipes to be replaced and confirm the grades of replacement pipes.*

- e. Should the Contractor assume that roads shall be closed for the purposes of determining traffic control costs associated with Mobilization (Section 30 11 00, Paragraph 1.9.A)? *Yes, during the course of the work. If the Site conditions allow for a partial road closure, the Engineer may request that the Contractor provide traffic control for this condition.*

These conference minutes were prepared on Friday, December 27, 2013 by Dana Hornkohl. Please e-mail any errors or omissions to [Dana.Hornkohl@DurhamNC.gov](mailto:Dana.Hornkohl@DurhamNC.gov) by Thursday, January 2, 2014 at 5 PM.

Enclosures

1. Pre-Bid Conference Attendee List
2. EO/EA SDBE Requirements Summary
3. Pre-Bid Conference Agenda

PRE-BID MEETING ATTENDEES for SD-2013-04, Routine Ditching and Pipe Replacement, 12/20/2013, 1:00 PM

FIRM	CONTACT NAME	ADDRESS	PHONE	FAX	E-MAIL
City of Durham	Dana Hornkohl	101 City Hall Plaza Durham NC 27701	(919) 560-4326 ext. 30246	(919) 560-4316	dana.hornkohl@durham.nc.gov
City of Durham	Sujit Ekka	12	919-560-4326 x. 30271		Sujit.ekka@durham.nc.gov
CAROLINA ENVIRONMENTAL CONTRACTING, INC.	JAMES POE	PO Box 1905 MOUNT AIRY, NC 27030	(336) 320 3849	(336) 320 3854	J. POE @ CAROLINA ENVIRONMENTAL CONTRACTING. COM
MT Murphy	Tony Bryan	9220 Fairbanks Rd. Raleigh NC 27613	919-937-8643		Tony@MTmurphyinc.com
Lanier Construction	BJ Lanier	1505 Browntown Rd Snow Hill, NC 28580	252-747- <del>4337</del> <sup>8124</sup>	252 747-4337	BJ@lanierconstruction.com
THE DGB ENVIRONMENTAL GROUP	Daniel Gerald	3006 GLENLAKE AVE	(410) 237-7029	(410) 237-3011	danielbgould@yahoo.com
MOFFAT PIPE FIC	JESSE DUCHAU	2708 Comstock Dr. Wake Forest, NC	919-295-4630	919-295 4631	Bids@moffatpipe.com
Abtak of Durham Inc.	Eli Brown	11 Logging Trail Durham N.C.	919-259-0091		abtak3@msn.com
CAROLINA SUNROCK Contracting Div.	RANDY Talley	2166 CAMDEN AVE Durham, NC 27704	919-956-9900	919-956-9903	rtalley@thesunrockgroup.com
City of Durham	Reuben Atfiq	101 City Hall Plaza Durham	919-560-4156 18223	—	reuben.atfiq@durham.nc.gov

**EO/EA SDBE Requirements Summary**  
**SD-2013-04 Routine Ditching and Pipe Replacement**

Bidders must be prequalified with EO/EA and completed prequalification applications must be submitted no later than 5 p.m. on Thursday, January 2, 2014 to Angela Henderson of the EO/EA dept. ([angela.henderson@durhamnc.gov](mailto:angela.henderson@durhamnc.gov)/919-560-4180, ext. 17244). All prequalification applications will be reviewed prior to the Bid Opening. All forms needed for prequalification are included in the Project Manual appendices and the EO/EA web site: ([http://durhamnc.gov/ich/as/eoea/Documents/equal\\_prequal\\_app.pdf](http://durhamnc.gov/ich/as/eoea/Documents/equal_prequal_app.pdf)).

Minority (MSDBE) participation goal is 9%. Woman (WSDBE) participation goal is 4%. These are two separate goals that you need to try to obtain. SDBE firms that are not designated M (Minority) or W (Woman) may be used to meet either goal, i.e. H (Hispanic), AI (American Indian) or AA (Asian American). A single SDBE firm cannot be used to help meet **both** goals. If your firm is a City of Durham, NC DOT or U.S. SBA certified MSDBE, WSDBE or SDBE, you may use it towards meeting the respective goal for this project, either MSDBE or WSDBE. You will still be required to obtain participation to meet the other goal.

A list of SDBE firms based on the subcontracting opportunities identified by the Project Manager is included in the Project Manual. This listing is not inclusive of all the firms in our data base. To see a complete listing of the certified firms you can go to the City's website [www.durhamnc.gov](http://www.durhamnc.gov) (click on City Services, then click on City Departments, then EO/EA Dept., then Certification System SDBE). Please verify that all SDBE Subcontractors are registered with EO/EA or an approved substitute, i.e., the NC DOT or the U.S. Small Business Administration. Firms certified within these accepted organizations must be classified as women owned or minority owned in order to count towards the goals. Please note that **HUB certified firms must also be certified with the City of Durham, i.e., HUB only certified firms CANNOT be used to meet the goals.** If there is any question concerning the ability of a subcontractor to be used to meet one of the goals, you may contact **Dan Love at (919) 560-4180, ext. 17245.**

**The E-101 form must be signed and submitted regardless of participation for Bids to be deemed responsive.**

The Successful Bidder will be required to submit an E-105 form for each SDBE subcontractor that they plan to utilize within five (5) days of the bid opening.

If the apparent responsive low bidder does not meet the goals, then a completed Good Faith Effort Questionnaire E-107 form must be submitted within 2 days of the bid opening. **The most important thing you can do to satisfy the Good Faith Effort is to in a timely manner, i.e., at least ten days from the bid opening, make documented contacts of ALL of the firms in the City's SDBE listing and document any contacts you receive from them.**

Any questions or concerns? Please call or email Dan Love [dan.love@durhamnc.gov](mailto:dan.love@durhamnc.gov)



**PRE-BID CONFERENCE AGENDA****CONTRACT: SD-2013-04****PROJECT: ROUTINE DITCHING AND PIPE REPLACEMENT**

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