



CITY OF DURHAM
Public Works Department
101 CITY HALL PLAZA | DURHAM, NC 27701
919.560.4326 | F 919.560.4316
www.DurhamNC.gov

PRE-BID MEETING AGENDA

CONTRACT: SD-2014-01

PROJECT: Municipal Separate Storm Sewer System (MS4) Inspections

Date: October 15, 2014

Time: 2:00 PM

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

Attendees: See attached meeting attendees list.

1. All attendees were asked to add their contact information to the meeting sign-in sheet.
2. Contract information includes: Project Manual, appendices, and a blank Excel unit price work form. Please see the project web page for all bidding information including future addenda and requests for information, <http://durhamnc.gov/ich/op/pwd/consproj/Pages/SD-2014-01.aspx>. A list of the Project Manual holders is regularly updated and placed on the project web page.
3. The Project includes the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete inspection of portions of the MS4 for specified site locations throughout the City of Durham. Inspections of the MS4 will include location and verification of system components, inspections to locate possible illicit discharges into the system, and general inspections of system components to document condition.
4. Project Sites: It is anticipated that the Work will take place primarily within public rights-of-way maintained by the City of Durham, on City owned property, and on private property where a right-of-entry has been obtained. The Sites will be identified by the Engineer during the Contract.
5. The City of Durham is the Engineer and Owner of the Project.
6. The City is responsible for obtaining all rights-of-entry for access to private property needed to complete the Work.
7. Erosion control or traffic control are considered incidental. The cost for these items should be included in the overall cost of the Project.
8. 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).
9. Small Disadvantaged Business Enterprise (SDBE) requirements for bidding were discussed.
 - a. There is no minority SDBE participation goal and no women SDBE participation goal for this project.
 - b. Procurement forms must be signed and submitted regardless of SDBE participation for Bids to be deemed responsive.
 - c. If there are any questions concerning SDBE requirements you may contact Dan Love at (919) 560-4180, ext. 17245.
10. The Project currently involves 5 items. Beside each item number in the Unit Price Work Form the specification reference is included.
 - a. Mobilization for MS4 Inspections, Section 30 10 00.

- b. MS4 Inspections, Section 30 10 00.
 - c. Cleaning for MS4 Inspections, Section 30 10 05.
 - d. MS4 Basin Inspection, Section 30 10 00.
 - e. Bulk Water Fire Hydrant meter Annual Rental, Section 30 10 00.
11. This is a service contract. Bidder qualifications will be evaluated. Past performance, response time, staff experience, equipment, and operational proximity will be some of the criteria used to evaluate bidders.
 12. Inspections shall meet National Association of Sewer Service Companies (NASSCO) Pipeline Assessment & Certification Program (PACP) and Manhole Assessment & Certification Program (MACP) standards.
 13. It is anticipated that a Notice to Proceed may be issued by December 2014.
 14. Contract Times: 334-calendar days to Substantial Completion, 365-calendar days to Final Completion.
 15. 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.
 16. Contractor shall use Primavera Contract Management and Project Management during the execution of the Contract. The Contractor is not expected to buy software. The City will allow access to our web based Primavera software.
 17. All bidders are required to submit a record of their safety qualifications (see Appendix I). Please complete the forms in their entirety and provide additional information as directed on the forms. Failure to provide all of the required information may result in a bid being deemed non-responsive.
 18. 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.
 19. 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.
 20. All questions or requests for information must be submitted by 5:00 PM, Friday, October 24, 2014. No addenda will be issued after Monday, October 27, 2014.
 21. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Thursday, October 30, 2014 at 10:00 AM to be held in this same conference room.
 22. Attendee questions.
 - a. This contract is utilizing a formal bidding process. Sealed Bids will be opened Thursday, October 30, 2014 at 10:00 AM. The apparent successful bidder will be identified at that time. The successful bidder will be determined once the bids have been fully evaluated.
 - b. As of October 1, 2014, Prequalification is no longer required in order to place a bid on a City of Durham contract.
 - c. The Pre-Bid Meeting is not mandatory.
 - d. A pole camera is an acceptable instrument to perform portions of the work that will be included in this contract.
 - e. Pipe sizes that will likely be encountered on this project include 15-inches and larger, including large diameter box culverts.
 - f. Completion of the Procurement Forms was reviewed by Dan Love.
 - g. A similar contract was awarded several years ago, SD-2012-04. The project web page for this contract

(<http://durhamnc.gov/ich/op/pwd/consproj/Pages/SD-2012-04.aspx>)
includes a copy of the bid tabulation.

- h. Decant water from storm sewer cleaning may be discharged back into the storm sewer system; sediment must be disposed of in an approval facility and may not be returned to the storm sewer system.
- i. Bidders may document their qualifications including past experience, software, and equipment within their bid.

These meeting minutes were prepared by Dana Hornkohl. Errors or omissions should be directed to Dana.Hornkohl@DurhamNC.gov no later than Friday, October 24, 2014.

PRE-BID MEETING ATTENDEES for SD-2014-01, MS4 Inspections, 10/15/2014, 2:00 PM

FIRM	CONTACT NAME	ADDRESS	PHONE	FAX	E-MAIL
City of Durham Public Works Dept.	Dana Hornkohl	101 City Hall Plaza Durham NC 27701	919-560-4326 ext. 30246	919-560-4316	dana.hornkohl@durhamnc.gov
BREE Associates	Lynette Royster	5815 Highgate Dr # 203 Durham, NC 27715	919-806-2255	919-469-3370	lynette.royster@breeassociates.com
City of Durham Public Works	Dave Milkerer	101 City Hall Plaza Durham, NC 27701	919-660-4326		dave.milkerer@durhamnc.gov
City of Durham Public Works	Yi Wang	101 City Hall Plaza Durham, NC 27701	919-560-4326 ext. 30244		yi.wang@durhamnc.gov
Porter Scientific	Brian Locklear	719 Old Main Rd Pembroke NC 28372	910-521-0549	910-521-3599	brian.locklear@porterscientific.com
CoD E/EA	Dan Love	City Hall Annex 101 City Hall Plaza	919-560-4180 X17245	919-560-4513	dan.love@durhamnc.gov
CoD, PW, SW	Greg Sousa	City Hall	919-560-4326 30271	—	Gregory.Sousa@DurhamNC.gov
Restoration Recovery	Michael Brewer	2344 operations Dr. Durham, NC 27707	919-672-6439	919-285-2517	mbrewer@rrstormwater.com