



**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 MINUTES

**CONTRACT: SD-2012-04**

**PROJECT: Municipal Separate Storm Sewer System (MS4) Inspections**

Date: December 18, 2012

Time: 2:00 PM

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

Attendees: (see attached attendees list)

1. Attendees were asked to include their contact information on the meeting sign-in sheet. A meeting agenda (attached) was distributed to all attendees.
2. Contract information includes: Project Manual, appendices, construction Drawings, and 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-2012-04.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. The Project Sites are listed in the Project Manual and will include additional sites to be identified during the Project.
5. The City of Durham is the Engineer and Owner of the Project.
6. The City is working to obtain and is responsible for all the 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. Dan Love with the Department of Equal Opportunity and Equity Assurance (EO/EA) discussed concerns related to Small Disadvantaged Business Enterprise (SDBE) requirements for bidding.
  - a. There is no minority SDBE participation goal and no women SDBE participation goal for this project.
  - b. Bidders must be prequalified with EO/EA; completed forms shall be submitted by Friday, January 4, 2013 (extended to January 11, 2013 in Addendum No. 1 issued on January 4, 2013).
  - c. 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)).
  - d. If there are any questions concerning prequalification or the status of a Subcontractor you may contact Dan Love at (919) 560-4180, ext. 17245.
  - e. The Successful Bidder will be required to submit additional information concerning Subcontractors.

- f. Procurement forms must be signed and submitted regardless of SDBE participation for Bids to be deemed responsive. There are four forms that must be completed and signed.
  - g. One firm represented at the meeting was not prequalified. Dan Love met with their representative briefly afterwards.
10. The Project currently involves four 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.
  11. Inspections shall meet National Association of Sewer Service Companies (NASSCO) Pipeline Assessment & Certification Program (PACP) and Manhole Assessment & Certification Program (MACP) standards.
  12. It is anticipated that a Notice to Proceed may be issued by March 2013.
  13. Contract Times: 334-calendar days to Substantial Completion, 365-calendar days to Final Completion.
  14. 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.
  15. 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.
  16. 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.
  17. 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.
  18. 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.
  19. All questions or requests for information must be submitted by 5:00 PM, Friday, January 4, 2013 (extended to January 11, 2013 in Addendum No. 1 issued on January 4, 2013). No addenda will be issued after Monday, January 7, 2013 (extended to January 14, 2013 in Addendum No. 1 issued on January 4, 2013).
  20. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Thursday, January 10, 2013 at 2:00 PM to be held in this same conference room (the Bid Opening was extended to January 17, 2013 at 2 PM in Addendum No. 1 issued January 4, 2013).
  21. Attendee questions.
    - a. Is there a separate pay item for flushing? *The pay item "Cleaning for MS4 Inspections" includes flushing and is described in Section 30 10 05 of the Project Manual.*

Meeting minutes were prepared by Dana P. Hornkohl on January 4, 2013. Please provide comments and/or additions concerning these minutes by e-mail to [Dana.Hornkohl@DurhamNC.gov](mailto:Dana.Hornkohl@DurhamNC.gov) by close of business, Friday, January 11, 2013.

#### Attachments

1. Pre-Bid Meeting Attendees List
2. Pre-Bid Meeting Agenda

**PRE-BID MEETING ATTENDEES**  
**Municipal Separate Storm Sewer System (MS4) Inspections**  
**12/18/2012, 2:00 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. 30296	919 560 4316	dana.hornkohl@durhamnc.gov
City of Lenoir	Frank Lorraine	101 City Hall Plaza Durham NC 27701	919-560-4326 x 30296	919 560 4316	Frank.lorraine@durhamnc.gov
PRELINE UTILITIES	TIM HOGAN	2204 ASSOCIATE DR. RALEIGH NC 27603	919 773 4310 x 107	919-772-3201	thogan@pui-nc.com
Porter Scientific	Brian Locklear	719 Old Mountain Rd Pembroke NC 28372	(910) 521-0599	(910) 521-3599	brian.locklear@porterscientific.com
CRAWLER PIPELINES SERVICES	WAYNE & BECKY THOMPSON	12016 Pembroke Ln Raleigh, NC 27613	(919) 427 506525407	---	WAYNE@CRAWLERPIPELINE.COM BECKY@ " "
C 192 080 0000	Dan Love	101 City Hall Plaza Durham NC 27701	919-560- 4180, X 1724	919-560- 4513	dancelove@durhamnc.gov
HYDROSTRUCTURES	MARK BARNETT	PO Box 1537 106 COMMERCE CT. PITTSBORO, NC 27312	919 548 5008 EXT 204	919 542 6835	MARK.BARNETT@ HYDROSTRUCTURES.COM



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