



May 2, 2018

To: Perspective Bidders
Subject: Addendum One: Pre-Submittal Meeting Minutes
Project: ST-292: RFQ for 2018 Unpaved Roads Study

A pre-submittal meeting was conducted on May 2, 2018 for ST-292: RFQ for 2018 Unpaved Roads Study. This addendum is to address the minutes from the meeting and any questions or issues that were raised by perspective firms.

The minutes from the meeting were as follows:

- Attendance Introduction and Sign In
- Schedule
 - Questions submitted by May 9, 2018
 - Proposals Due – May 16, 2018 by 4:00 PM
 - Shortlist Interviews (**If necessary**) – May 28 – June 1, 2018
 - Complete Negotiations – July 13, 2018
 - **City Council Work Session – August 23, 2018**
 - **Council has been asking that a representative from the firm selected be present at the City Council Work Session where the contract is being presented. They typically ask questions about the firm’s workforce diversity.**
 - City Council Approval – September 4, 2018
 - Anticipated NTP – October 2018
 - Anticipated Completion – April 2019
- UBE Goals – Eric Miller
 - No Goals
 - Forms are on webpage
 - Proposal needs to include Participation Documentation and Employee Breakdown
 - **Be sure to include yourself on the Participation Documentation**
 - **Eric Miller contact information:**
 - Eric.Miller@DurhamNC.gov
 - **(919) 560-4180 ext. 17241**
- Project Details
 - Updating Kimley-Horn Study (on webpage)
 - **The access database, and all electronic files supplied by Kimley Horn are on the project webpage.**
 - Prioritization
 - **We are looking for a weighted prioritization that we can easily manipulate when the goals or ideals of the Department or City change (i.e. we want to be able to change the**

- Expenditure Plan – PAC Districts
 - **The City is broken into 5 PAC districts. When creating an expenditure plan, we need to ensure that we are evenly distributing funds across the PACs each year. For instance, if the unpaved roads in PAC 3 are all at the top of the priority list, we will need to move streets from other PACs up to even out the funding.**
- Paver or GIS
 - **We currently use GIS and are in the process of setting up Paver as our pavement management software. We want a layer, or file that easily communicates with one or both of these programs that will show us the unpaved roads and the associated attributes (length, cost, priority, etc).**
 - **If there is another program you think may be better, we are open to suggestions.**
- Presentation at a City Council Work Session

The questions asked at the pre-submittal meeting were as follows:

What is the current mileage of unpaved streets?

There are approximately 37 lane miles (192 streets) of unpaved streets in the City according to GIS.

Are there new unpaved roads in the City since the Kimley-Horn study?

A few unpaved roads have been added to the City for maintenance. We will work on getting a list of the added streets, but it will not be available prior to submittals.

Do you want traffic counts?

We don't need traffic counts. Broad information is fine. We just want to know if the street is busy, if the traffic is all residential, or if it could be a through street between major thoroughfares, etc.

Will we need to redo the soil test?

You do not need to redo any soil or boring tests. If there are new unpaved roads (not included in the Kimley-Horn study), you will need to have testing completed for them.

Is there any design involved?

There is no design involved in this project.

Will completing the study preclude us from being a part of the design team in the future?

No.

Is there anything missing in the Kimley-Horn report you want?

Kimley-Horn provided an extensive report with more information that we needed. What we need now is to update the information to current times and provide it in a GIS or Paver format. We also want an expenditure plan and a method for prioritization.

Is it a detailed or broad cost?

We are only looking for a broad cost analysis for each street.

Is there anything in GIS now?

Currently GIS only has a layer showing location of unpaved streets. There is no attribute data included.

Can we have access to the database created by Kimley-Horn before proposals are due?

The information provided by Kimley-Horn is now on the project webpage (link below).

<http://durhamnc.gov/3609/2018-Unpaved-Roads-Study-ST-292>

Is there a budget?

This is a qualifications based selection process. Once a firm is selected, we will negotiate costs and budget. If we cannot reach an agreement with the first firm, we will move on to the second. At this time, we are not sharing any budget information.

Do you want a certificate of insurance included in the proposal?

Certificates of insurance will not be required until we begin executing a contract.

What is the format of the proposal?

The proposal should be no more than 10 pages, front and back (20 pages of information), excluding resumes, cover page, cover letter, and EOE forms. We will require one physical copy and one PDF copy on a memory stick.

Can you list the prioritization factors by importance?

1. Cost
2. Condition
3. Purpose
4. Traffic
5. Impacts to Residents
6. Economic Development Considerations

There may be more factors than those listed, but these are the ones we are thinking about now.

Do you have a typical section?

There are typical sections included in the Kimley-Horn Study.

What was the length of the Kimley-Horn Study?

The Kimley-Horn Study took approximately 1.5 years to complete.

Sincerely,



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