



PRE-BID CONFERENCE MINUTES

CONTRACT: SD-2018-09

PROJECT: DRAINAGE STRUCTURE ACCESS AND STABILIZATION

Date: April 26, 2018
Time: 1:00 PM
Location: City of Durham, Public Works Conference Room 3B, Third Floor
Attendees: See attached attendance sheet

1. All attendees were asked to include their contact information on the conference attendance sheet. Minutes of the conference will be distributed to all attendees via e-mail and posted on the Project web page.
2. Contract information includes: Project Manual with appendices, construction drawings, and a blank Excel Unit Price Work form. Please see the Project web page (<http://durhamnc.gov/3608>) 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. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to Dana.Hornkohl@DurhamNC.gov notifying the City of your intent to bid on this project.
4. The project involves the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete installation of repairs, rehabilitation, and improvements of stormwater drainage systems at various site locations throughout the City of Durham. The City is soliciting bids for this project through the Small Local Business Enterprise (SLBE) program. Only firms participating in the City's SLBE program at the time of the advertisement will be considered for this Work.
5. 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).
6. The City of Durham is the Engineer and Owner of the Project.
7. Sidney Anderson with the Department of Equal Opportunity and Equity Assurance (EO/EA), (919) 560-4180, ext. 17245, Sidney.Anderson@DurhamNC.gov, will explain the Equal Business Opportunity Program requirements for bidding (see section 00 21 15, paragraph 1.13.A of the Project Manual).
 - a. The Underutilized Business Enterprise (UBE) participation goals are 11% for minority UBEs and 7% for women UBEs (see Appendix A).
 - b. EBOP Construction Forms may be found in Appendix B of the Project Manual.
 - c. A listing of UBE firms is included in Appendix D of the Project Manual.
 - d. There was a general discussion of the SLBE program, separate MUBE and WUBE goals, alternative listings for UBEs, and the good faith effort required if UBE goals are not met.
8. All bidders are required to submit a record of their safety qualifications (see Appendix I of the Project Manual). Please complete the form in its entirety 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.
9. Pay close attention to the Insurance Requirements (see section 00 52 15, paragraph 1.10.H of the Project Manual). Insurance costs are incidental to the Work.
10. 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.

11. There are twelve identified Project Sites that are primarily located within the City rights-of-way and City-owned property with some Work occurring on adjacent private property. Sites listed in red must be completed first and in order.
- a. **Beechwood Cemetery Drainage Structure Access (COP-103)**
 - i. Removal of the broken storm drain grate from the manhole is incidental to the Work. Excavation required is solely to remove sediment that has collected over manhole since 2000.
 - b. **Wrightwood Avenue Drainage Structure (ROW-165)**
 - i. Select Tree Removal may be required at this Site. The depth of the proposed manhole is not precisely known.
 - c. **Technology Drive Flared End Section (ROW-166)**
 - i. The existing 30-inch Pipe End Section is to be removed and replaced with a new 30-inch pipe end section.
 - d. **Hillandale Golf Course Drainage Structure Stabilization (COP-090)**
 - i. Excavation and backfill is intended to address only sinkhole shown. No repairs to the manhole are identified at this time.
 - e. **Third Fork Creek Trail Pipe Replacement (COP-031)**
 - i. Precise invert elevations are not known. Contractor shall match existing invert elevations and pipe slopes. At this time the existing manhole is not expected to be removed and replaced.
 - ii. Any dewatering needed to complete the Work at this Site is incidental.
 - f. **Durham Armory Stormwater Improvements (COP-054)**
 - i. New 8-inch Corrugated HDPE Drainage Pipe shall be routed to avoid existing utilities (above and below ground). Based on topographic information from the City's Geographic Information Systems ([GoMaps](#)), there is approximately 1.3% of ground slope from the trench drain outlet to the frame of the existing inlet for the tie in.
 - g. **American Tobacco Trail (Otis Street) Drainage Improvements (COP-072)**
 - i. Horizontal dimensions of proposed Vee Ditch to match the horizontal dimensions of the existing Vee Ditch.
 - ii. Stream Bank Stabilization is proposed on the trail side of the stream only. The length of the stabilization is approximately 250-LF.
 - h. **Dakota Street Drainage Improvements (COP-077)**
 - i. Stream Bank Stabilization is proposed on one side of the stream only. The length of the stabilization is approximately 60-LF.
 - i. **Wrightwood Park Basin Stabilization (COP-097)**
 - i. Excavation and backfill is intended to address only subsidence shown. No repairs to the drop inlet are identified at this time.
 - j. **Shady Oaks Park Pipe Replacement (COP-098)**
 - k. **C. M. Herndon Park Drainage Structure Stabilization and Pipe Replacement (COP-099)**
 - i. Excavation and backfill is intended to address only subsidence shown. No repairs to the drop inlet are identified at this time.
 - l. **Crest Street Park Drainage Structure Access (COP-102)**
 - i. No new drainage structures are planned at this Site. The Work at this Site is to provide access to existing drainage structures.
12. Discussion of Unit Price Work items.
- a. Item 1, Supplemental Clearing and Grubbing: 0.02-AC is shown on Sheet 5, the remaining Supplementary Clearing and Grubbing is for unidentified Sites. Items 1 and 2 will not be used together at any location.
 - b. Item 2, Select Tree Removal: Shown on Sheet 9, additional Select Tree Removal may be utilized on Sheet 4, Sheet 6, and unidentified Sites.

- c. Item 4, Removal of Existing Concrete Paving: Shown on Sheet 5 and sheet 10B where existing gutter is to be removed in order to convert a catch basin from the old City of Durham standard to the NCDOT standard depicted on the Drawings. Additional concrete removal may occur at unidentified sites and may include sidewalk (4-inch depth), driveway apron (6-inch depth), as well as curb and gutter.
- d. Item 52, Mobilization (Multiple Small Projects): 12 Project Sites are identified at this time with 3 being unidentified.
- e. While not specifically shown on the Drawings, some Unit Price Work Items have been included and estimated by the Engineer.
 - i. Item 7, Borrow Excavation: Intended to replace unsuitable material where needed. Example, new Pipe Culvert items show on new pipe or pipe replacement projects (COP-031, COP-054, COP-098, and COP-099).
 - ii. Item 8, Unclassified Structure Excavation: Intended as a pay item for excavation outside of the trench for pipe replacement projects. Example, excavation requested on project COP-103.
 - iii. Item 9, Rip Rap, Class A: This item would be for use on unidentified Sites.
 - iv. Item 15, Matting for Erosion Control: This item would be for use at the discretion of the Resident Project Representative at identified and unidentified sites. Example, stabilization of soil around new or improved drainage structures (ROW-165, COP-090, COP-097, COP-099, COP-102, and COP-103).
 - v. Item 17, Tree Protection Fencing: This item would be for use on unidentified Sites.
 - vi. Item 18, Coir Fiber Matting: This item would be for use at the discretion of the Resident Project Representative at identified and unidentified sites. Example, stabilization of stream banks where rip rap is not used (COP-072 and COP-077).
 - vii. Item 29, Frame Grate and Hood, Type 'E': This item would be for use on unidentified Sites.
 - viii. Item 37, Masonry Drainage Structures: Intended as a pay item for new drainage structure height above 5-feet, or providing additional height on existing drainage structures, to be used on identified and unidentified Sites. Example, new drainage structure (ROW-165).
 - ix. Item 42, 18-inch R.C. Pipe Culverts, Class III (0 to 5-feet): This item would be for use on unidentified Sites.
 - x. Item 43, 24-inch R.C. Pipe Culverts, Class III (0 to 5-feet): This item would be for use on unidentified Sites.
 - xi. Item 47, 18-inch Pipe End Section: This item would be for use on unidentified Sites.
 - xii. Item 48, 24-inch Pipe End Section: This item would be for use on unidentified Sites.
- 13. In all instances of pipe replacement, new pipe inverts and slope are to match existing pipe inverts and slope. The Engineer has estimated that all pipe replacement for this project is 5-feet or less.
- 14. The City is securing rights-of-entry to perform the Work on private property. The rights-of-entry will be in place in time for the commencement of construction.
- 15. This Contract is providing additional access for a separate contract (Trenchless Pipe Repairs, SD-2018-03, <http://durhamnc.gov/3607>) currently being advertised.
- 16. It is anticipated that a Notice to Proceed will be issued in June of 2018.
- 17. Contract Times: 335-calendar days to Substantial Completion with an additional 30-calendar days to Final Completion.
 - a. The City expects the Sites marked in red above to be completed in order, as soon as possible after the Notice to Proceed. The Contractor may submit a schedule for the remaining Sites to be reviewed and approved by the Engineer.
- 18. Contractor shall use the City's contract managing program, PDRx, during the execution of the Contract. This software is web based and administered by the City.

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, Monday, May 7, 2018. No addenda will be issued after Thursday, May 10, 2018.
21. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Tuesday, May 15, 2018 at 1:00 PM to be held in conference room 3A.
22. Dana Hornkohl will serve as the project manager. His phone number is (919) 560-4326, ext. 30246 and e-mail is Dana.Hornkohl@DurhamNC.gov.
23. Attendee Questions/Discussions.
 - a. Is pollution insurance required?
 - i. No (see section 00 52 15, paragraph 1.10.H).
 - b. The pre-bid conference is not mandatory (see section 00 21 15, paragraph 1.6.A).
 - c. The budget for this contract has been set at \$300,000.

DPH

These minutes were prepared by Dana Hornkohl on May 7, 2018. Please provide comments and/or additions concerning these minutes by e-mail to Dana.Hornkohl@DurhamNC.gov by the close of business May 10, 2018.

Pre-Bid Conference Attendance Sheet
City of Durham, Public Works Department
SD-2018-09: Drainage Structure Access & Stabilization
04/26/2018, 1:00 PM

				The City of Durham is evaluating UBE interest in City projects. If you are representing a UBE firm, please let us know the following information:			
Name	Company	Phone	Email	MUBE	WUBE	Does this project interest you as a Prime or a Sub? (check one)	
						Prime	Sub
Dana Hornkehl	City of Durham Public Works Department	(919) 560-4326 ext. 30246	Dana.Hornkehl@DurhamNC.gov				
Sidney Andersen	" EOLEA "	" " " " ext 17245	" " " " Sidney.Andersen				
GREG SMITH	PUBLIC WORKS	" " " " EXT. 30255	GREG.SMITH " "				
Kevin Harrington	Vortex Drainage Systems	919 995 5090	KHARRINGTON@VORTEXDRAINAGE SYSTEMS.COM				
Ed Nesbitt	Cadet Construction	919-758-8161	estimating@cadetcc.com				
Bruce Hollis	White Oak Const.	919-868-8020	bhollis@whiteoak corp.com			<input checked="" type="checkbox"/>	
Jamie Donaldson	Nu-Pipe	843-764-7223	Jamie@Nupipe.us.com				<input checked="" type="checkbox"/>
JESSE DeLan	Moffat Pipe, Inc.	919-255-5149	bjds@moffatpipe.com		X		
Yi Wang	City of Durham Public Work	ext. 30244	Yi.Wang@DurhamNC.gov				