

CITY OF DURHAM, NORTH CAROLINA

**PRE-BID MEETING MINUTES
for
STREAM VEGETATION MANAGEMENT
SP-2010-02**

**November 26, 2018, 1:00 PM
City of Durham, Public Works Conference Room**

1. City staff in attendance introduced themselves.
2. All other attendees were asked to include their contact information on the meeting attendee sheet.
3. Contract information includes: Project Manual, Bidding Documents, Contract Documents and Technical Specifications. Please see the Project web page (<http://durhamnc.gov/3767>) 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.
4. Send an email to Lance.Fontaine@DurhamNC.gov to receive notification of web page updates.
5. This project involves a contractor providing management of invasive vegetation at several stream restoration/stream quality projects in the City of Durham. The term of the contract is 3 years with biannual treatment at the locations identified in the project manual.
6. Questions pertaining to the Equal Opportunity/Equity Assurance (EOEA) requirements and paperwork should be directed to Shanika Baughman, 919-560-4180 ext. 17244, Shanika.Baughman@durhamnc.gov.
7. Submittal deadline is Monday, December 10, 2018 at 1:00 PM.
8. An addendum will be issued to address the inadvertent exclusion of the Treatment Area / Conservation Easement boundary from Figure 1 – Forest Hills Park.
9. Attendee Questions/Discussions:
 - a. Is pre-emergent control of the target species required?
Pre-emergent control of target species is not required.
 - b. Have the sites been treated recently?
All sites except Northgate Park and White Oak Park have been continuously managed for invasive vegetation by the City biannually from 2013 to Fall 2018. The city began treatment at Northgate Park in 2016. White Oak park has not been treated in the past.

- c. Has all the woody invasive vegetation within these areas been removed?
Woody vegetation has been managed under previous contracts for all sites except White Oak Park. The bidder is expected to familiarize him/herself with the current site conditions and bid accordingly.
- d. Will regulatory agencies such as the Environmental Protection Agency or NC Department of Environmental Quality inspect the work?
These sites and the work being conducted are subject to inspection/audit by external groups such as regulatory agencies. Work and performance will be inspected by the project manager as per the Project Scope of Services, Inspections section of the Project Manual.
- e. Are motorized vehicles and pump sprayers allowed?
Methods employing mechanically-assisted, motorized, or vehicular-mounted broadcast spraying equipment are not allowed. See Project Scope of Services, Methods section of the Project Manual for details.
- f. Is water available at each site?
Access to potable water may not be available at every project site. There shall be no additional compensation to the Contractor for materials, equipment, transportation, licensing fees, or other work that is incidental to the successful completion of the Contract. See Project Scope of Services, Schedule Coordination section of the Project Manual for details.
- g. The growth habit of some species listed in Table 1 (e.g. Fig Buttercup) requires treatment outside of the time period specified. How will this be addressed?
Fig Buttercup (Ficaria verna) has been observed within the Ellerbe Creek watershed but is not known to occur within any of the Project Areas. At this time, all target species known to occur in the Project Areas can be treated during the provided treatment windows as described in the Project Scope of Services, Performance Level and Treatment Seasons section of the Project Manual. During the contract term, minor adjustments to schedule and methods will be considered, if warranted. Significant changes to the contract after execution are allowed as per Appendix B of the Project Manual, Example Agreement.
- h. Does the City of Durham provide signs?
The City does not provide signs. See Project Scope of Services, Signage section of the Project Manual for details. There shall be no additional compensation to the Contractor for materials, equipment, transportation, licensing fees, or other work that is incidental to the successful completion of the Contract
- i. How will the bids be evaluated?
See Bidder Qualifications and Evaluation of Bids and Award of Contract sections of the Project Manual for details.
- j. What is the expectation and timeframe for coordination prior to each treatment season?
See Project Scope of Services, Schedule Coordination section of the Project Manual for details.

- k. Does the City have a preferred starting location?
The City does not have a preferred starting location; however, coordination of scheduling is required and the contractor may be asked to revise scheduling to accommodate City needs. See Project Scope of Services, Schedule Coordination section of the Project Manual for details.

- l. Are all the easements the same width across all sites?
No. See Project Areas section of the Project Manual for details.

- m. Are GIS files of the sites available for download?
GIS data of the conservation easement boundaries is managed by the NC Department of Environmental Quality and the Division of Mitigation Services. This information may be obtained from the State of North Carolina <https://deg.nc.gov/about/divisions/mitigation-services/dms-projects>. See Project Areas section of the Project Manual for detailed information about project boundaries.

- n. Is the previous contract available online?
Contract VMSR-16 – Vegetation Management for Stream Restorations is available on the project webpage.

These meeting minutes were prepared by Lance P. Fontaine on November 26, 2018 and revised on November 30, 2018.