



December 17, 2018, 10:30 AM
City of Durham, Conference Room GA, Ground Floor
Pre-Submittal Conference Minutes
Request for Qualifications (RFQ)
No. SD-2019-10
Lodge Street Regional Stormwater Improvements

1. All attendees were asked to include their contact information on the conference attendee sheet (attached). Minutes of the conference will be distributed to all attendees.
 - a. City staff introduced themselves
2. All “Section” and “Exhibit” references refer to the [Request for Qualifications](#), dated December 7, 2018.
3. Available information includes: [RFQ](#) and an [RFQ Holder List](#). Please see the project web page (<http://durhamnc.gov/3798>) for all current information including future addenda and requests for information.
4. To ensure that all candidates using the Public Works Department web page are kept up to date on any addenda, changes, or information notices, send an email to Greg.Smith@DurhamNC.gov indicating your intention to prepare a submittal for the project.
5. Project Description: The City of Durham is seeking assistance through professional services for the survey, design, permitting and developing of construction documents for the Lodge Street Regional Stormwater Improvements projects. The City is seeking this assistance through the Small Local Business Enterprise (SLBE) program. Through this request for qualifications, the City intends to select the most qualified team based on their submittals. The City intends to negotiate with the most qualified team in order to enter into a contract to address the project site.
6. Shanika Baughman with the Department of Equal Opportunity and Equity Assurance (EO/EA), (919) 560-4180, ext. 17244, Shanika.Baughman@DurhamNC.gov, explained the Underutilized Business Enterprise (UBE) requirements (Section 250). The goals for this project are 0% Minority UBE and 6% Women UBE.
 - a. An addendum is being issued to include the appendix of UBE listings
 - b. “Participation Documentation” and “Employee Breakdown” forms due with the submittal
7. Scope of Work (Section 40)
 - a. Recommendations, Survey, Utility Relocation, Storm Drainage and Roadway Design, Construction Documents, Permitting, Meetings
 - b. Available info to include as-built information, which will be addressed in an addendum
8. The Lodge Street Regional Stormwater Improvements project involves replacing and/or rerouting a compromised, existing stormwater drainage pipe system located both in the City right-of-way and on private property. It is the City’s preference to relocate as much of the system as possible into the City right-of-way.
9. Evaluation Criteria (Section 180)
 - a. Similar to past Public Works Department, Stormwater Division RFQs
10. Contents of the Proposal (Section 240)
 - a. Format: One bound, one electronic
 - b. Alternative proposals
11. Submittal deadline: December 21, 2018 at 10:30 AM, Public Works Front Desk, Third Floor, City Hall.
12. Submittal review and interviews. Submittals will be reviewed between December 21st and January 4th. If interviews are necessary, interviews for teams that are shortlisted will likely be scheduled for the week of January 7th.

13. Attendee Questions/Discussions.

- a. Does any video inspection exist? Yes. Some sections were videoed. Some were not due to condition. We will share the data via the project web page and an addendum.
- b. Can you explain “labor fee plus expense basis with a maximum labor fee”? This is similar to an hourly not-to-exceed fee. Additional budget may be negotiated if it looks like more time is needed and/or scope has changed.
- c. How soon should we be prepared to start? Schedule in RFQ indicates an executed contract and Notice to Proceed in February 2019. It could even be sooner if the City Administration is in agreement.

These minutes were prepared by Greg Smith on December 17, 2018. Please provide comments and/or additions concerning these minutes by e-mail to Greg.Smith@DurhamNC.gov by the close of business Wednesday, December 19, 2018.