



February 5, 2019, 1:30 PM

City of Durham, Conference Room 3B, Third Floor

Pre-Submittal Conference Minutes

Request for Qualifications (RFQ) – Request for Proposals (RFP)

No. HMGP 4167MS

Hazard Mitigation Grant Program Miscellaneous Services

1. All attendees were asked to include their contact information on the conference attendee sheet. Minutes of the conference will be distributed to all attendees. The conference attendance sheet is attached to these minutes.
2. All “Section” an “Exhibit” references refer to the RFQ-RFP, dated January 22, 2019.
3. Available information includes: RFQ-RFP, RFQ RFP Holder List, and these Pre-Submittal Conference Minutes. Please see the project web page (<http://durhamnc.gov/3812>) 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 Dana.Hornkohl@DurhamNC.gov indicating your intention to prepare a submittal.
5. Project Description: The City of Durham is seeking miscellaneous services to perform work on Hazard Mitigation Grant Program (HMGP) projects for elevation (one unit, HMGP 4167-0009-R) and acquisition (6 units, HMGP 4167-0014-R). These services include structural engineering, surveying, legal, appraisal, and asbestos inspection services. The Request for Qualifications (RFQ) is for structural engineering and surveying services. The Request for Proposals (RFP) is for legal, appraisal, and asbestos inspection services. The City expects and intends to enter into an individual contract for each service. This work is to be conducted with Federal Emergency Management Agency (FEMA) and North Carolina State funds pursuant to the grant agreements executed between the City of Durham and the State of North Carolina, Department of Public Safety, Division of Emergency Management.
6. Eric Miller with the Department of Equal Opportunity and Equity Assurance (EO/EA), (919) 560-4180, ext. 17241, Eric.Miller@DurhamNC.gov, explained the Equal Business Opportunity Program (EBOP) requirements (Section 250). There are no Minority UBE or Women UBE goals.
 - a. Professional Services Forms are included in Exhibit A of the RFQ-RFP. Include the following forms with your submittal (structural engineering and surveying).
 - i. Participation Documentation
 - ii. Employee Breakdown
 - b. Procurement Forms are included in Exhibit B of the RFQ-RFP. Include the following form with you submittal (legal, appraisal, and asbestos inspection).
 - i. Employee Breakdown

7. Scope of Work (Section 40)
 - a. Structural Engineering (RFQ)
 - b. Surveying (RFQ)
 - c. Legal (RFP)
 - d. Appraisal (RFP)
 - e. Asbestos Inspection (RFP)
8. HMGP 4167-0009-R (elevation) properties
 - a. 303 Obie Drive
9. HMGP 4167-0014-R (acquisition) properties
 - a. 1806 Albany Street
 - b. 2303 Cardinal Drive
 - c. 2414 Acadia Street
 - d. 2418 Acadia Street
 - e. 2420 Acadia Street
 - f. 2424 Acadia Street
10. Grant agreements between the City and State are available upon request.
11. Contents of the Proposal (Section 240)
 - a. Format: One bound, one electronic
 - b. Cover letter, qualifications, experience, understanding of the project, and miscellaneous.
 - c. Required Forms
 - i. EBOP Forms
 1. Participation Documentation and Employee Breakdown (Appendix A for RFQ)
 2. Employee Breakdown (Appendix B for RFP)
 - ii. Non-Collusion Affidavit (Appendix C)
12. Alternative Proposals (Section 290)
13. Submittal deadline: February 26, 2019 at 1:30 PM, Public Works Front Desk, Third Floor, City Hall.
14. Submittals will be reviewed between February 26th and March 4th.
15. Attendee Questions/Discussions
 - a. If a firm wishes to submit to perform more than one service (example: legal and appraisal), is the firm required to make one submittal for each service?
 - i. Yes, the firm should submit one submittal for each service (example: 2 total submittals).
 - b. Is cost information required in the submittals for all services?
 - i. Yes, see Section 240.E of the RFQ-RFP. Fees for structural engineering and surveying are required, but will not be used to evaluate firms. Fees for legal, appraisal, and asbestos inspection services may be used to evaluate firms.
 - c. For structural engineering and surveying submittals, be sure to include the following forms included in Appendix A.
 - i. Participation Documentation
 - ii. Employee Breakdown
 - d. For legal, appraisal, and asbestos inspection submittals, be sure to include the following forms included in Appendix B.
 - i. Employee Breakdown

- e. Is 12-point font required in submittals as described in Section 280, or may a submitter utilize 11-point font?
 - i. Submittals may utilize 11-point font.
- f. Because of the limited estimated amounts for these services, reviewers may be more lenient in evaluating compliance with the requirements found in Section 280 of the RFQ-RFP in order to encourage submittals from more firms.
- g. The City's HMGP project management consultant is listed below. This firm is not submitting to perform any of the services included in this RFQ-RFP.
 - i. Wood Environment & Infrastructure Solutions, Inc., Amy Crowley, (919) 381-1361, amy.crowley@woodplc.com.
- h. All of the acquisition properties will be unoccupied when the asbestos inspections are anticipated to be performed.
- i. All clarifications discussed at the Pre-Submittal Conference are included in these minutes.

DPH

These minutes were prepared by Dana Hornkohl on February 10, 2019. Please provide comments and/or additions concerning these minutes by e-mail to Dana.Hornkohl@DurhamNC.gov by the close of business Monday, February 18, 2019.

Pre-Submittal Attendance Sheet

City of Durham

Dept/Project Name: Public Works / Hazard Mitigation Grant Program Miscellaneous Services (HMGP 4167MS)

Date/Time: 02/05/2019 1:30 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 or WUBE?	Does this project interest you as a Prime or a Sub? (check one)	
					Prime	Sub
Dana Hornkohl	City of Durham Public Works Dept.	919 560 4326 ext. #3246	Dana.Hornkohl@Durham.NC.gov			
Chris Murray	SMME	919.402.6661	cbmurray@smeinc.com		✓	
Rick Leone	Summit	(919) 369-6318	rick.leone@summitde.net		✓	
Eric Miller	City of Durham	919-560-4180	Eric.Miller@Durham.NC.gov			
Vinnie Goel	AI Consulting Group	919-469-4800	VGOEL@AICONS.COM	✓	✓	✓
Tracey Gould	F&R	520 907 1977	tgould@fandr.com	✓	✓	