



PRE-BID CONFERENCE MINUTES

CONTRACT: SD-2020-02

PROJECT: STORMWATER INFRASTRUCTURE REPAIRS

Date: July 25, 2019
Time: 2:30 PM
Location: City of Durham, Public Works Conference Room 3A, Third Floor
Attendees: See attached attendance sheet.

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 via e-mail and posted on the Project web page.
2. Contract information includes: Project Manual with appendices, construction drawings (two Project Sites), and a blank Excel Unit Price Work form. Please see the Project web page (<http://durhamnc.gov/3891>) 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 Owner of the Project. AECOM is the Engineer of the Project. On-site construction administration may be provided by one of AECOM's subconsultants.
7. Sidney Anderson with the Equity & Inclusion Department, (919) 560-4180, ext. 17245, Sidney.Anderson@DurhamNC.gov, explained the Equal Business Opportunity Program requirements for bidding (see section 00 21 15, paragraph 1.13.A of the Project Manual). Underutilized Business Enterprise (UBE) goals, required forms, and the good faith effort were discussed.
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 two identified Project Sites that are located entirely within City-owned property.
 - a. Durham Area Transit Authority (DATA) Wet Pond Repairs, design engineer is Stewart
 - i. Sheet C5.10, Bid Alternate 2 is not an option. Bid Alternates 1 and 3 are included as Unit Price Work items.
 - b. Fay Street Bioretention Facility, design engineer is Kimley-Horn
12. Discussion of Unit Price Work items.
 - a. The Unit Price Work form is divided into two sections, one for each Project Site.

13. No rights-of-entry or easements are needed to perform the Work.
14. It is anticipated that a Notice to Proceed will be issued in September 2019.
15. Contract Times: 334-calendar days to Substantial Completion with an additional 31-calendar days to Final Completion.
16. 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. There is no charge to the Contractor and training will be provided.
17. 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.
18. All questions or requests for information must be submitted by 5:00 PM, Wednesday, August 7, 2019. No addenda will be issued after Thursday, August 8, 2019.
19. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Tuesday, August 13, 2019 at 2:30 PM to be held in the third floor conference room.
20. 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.
21. Attendee Questions/Discussions.
 - a. Construction Surveying is included in the Unit Price Work items (items no. 2 and no. 2.01 in the Unit Price Work Form).
 - b. Grading and earthwork associated with the Fay Street Bioretention Facility project is a lump sum Unit Price Work item described in the Technical Specifications (section 3.0) and Drawings (sheet 03).
 - c. Fay Street Bioretention Facility, Unit Price Work item 6.02, Permanent Sodding, is shown with a quantity of 4.5 and units of MSF. 4.5 MSF is equal to 4,500-feet². The specification for Permanent Sodding is found on sheet 09.
 - d. Sidney Anderson confirmed that Elite Cut & Mulch Lawn care Services, LLC is a certified HUB firm.
 - e. Required UBE subcontractor forms shall be submitted by the Contractor as part of their Bid package.
 - f. If three Bid packages are not received by the Bid opening on August 13th at 2:30 pm, the City may return the received Bid packages unopened. The Project would likely be re-advertised to all potential bidders for an additional thirty day period.
 - g. There was a general discussion of the good faith effort associated with a Bid package that included UBE participation that did not meet the UBE goals.

DPH

These meeting minutes were prepared by Dana Hornkohl on Monday, July 29, 2019. Please send any comments, errors, or omissions to Dana.Hornkohl@DurhamNC.gov by close of business, Monday, August 5, 2019.

**Pre-Bid Conference Attendance Sheet
 City of Durham, Public Works Department
 SD-2020-02: Stormwater Infrastructure Repairs
 07/2/2019, 2:30 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	WUBE	Does this project interest you as a Prime or a Sub? (check one)	
						Prime	Sub
Dana Hawkett	City of Durham Public Works	919 560 4326 ext 3024b	Dana.Hawkett@Durham.NC.gov				
Simon Anderson	" " E/I	919.560.4180 x17245	Simon.Anderson@Durham.NC.gov				
Kevin Harrington	Vortex Drainage	919 995 5090	KEVINHARRINGTON@VORTEXDRAINAGE.com				
Greg Merriman	Vortex Drainage	919 672 1981	gmerriman@vortexdrainage.com				
John Paces-Wiles	GEN. SVCS.	919-560-4197	John.paces-wiles@durhamnc.gov				
Tammy Carrington	Elite Cut & Mulch Lawn Care Services, LLC.	919-946-2321	tammy@elitecutandmulch.com				
Sam Gore	Browe Construction	919.422.9512	Sam.gore@browecon.com		✓		
Lance Fontaine	City of Durham ^{Public Works}	919 566 4326 x30257	Lance.Fontaine@Durham.NC.gov				