



# PRE-BID CONFERENCE MINUTES

**CONTRACT: EWP-2020-02**

**PROJECT: EMERGENCY WATERSHED PROTECTION (EWP) DEBRIS REMOVAL**

Date: January 7, 2020

Time: 1:00 PM

Location: City of Durham, Public Works Conference Room 3B, Third Floor

1. All attendees are 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, and a blank Excel Unit Price Work form. Please see the Project web page (<http://durhamnc.gov/3936>) for all bidding information including future addenda and requests for information.
3. Please be mindful of the project number (**EWP-2020-02**) as there are multiple projects listed on the webpage.
4. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to [Allison.Molleson@DurhamNC.gov](mailto:Allison.Molleson@DurhamNC.gov) notifying the City of your intent to bid on this project.
5. The project involves the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the removal of debris along **four (4)** reaches of streams within the City of Durham.
6. 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).
7. The City of Durham is the Engineer and Owner of the Project.
8. Eric Miller with the Department of Equal Opportunity and Equity Assurance (EO/EA), (919) 560-4180, ext. 17241, [Eric.Miller@durhamnc.gov](mailto:Eric.Miller@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. There are no goals on this project.
  - b. E101 (Employee Breakdown) and E104 (Participation Documentation) forms are required with bid. Forms are included in Appendix B. EE01 is acceptable.
9. 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.
10. 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.
11. 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.
12. The City is securing rights-of-entry and permits to perform the work on private property. The rights-of-entry will be in place in time for the commencement of construction.
13. It is anticipated that a Notice to Proceed (NTP) will be issued in May 2020. Contractor to mobilize within 10-calendar days from NTP.
  - a. Contract time is 120-calendar days from NTP.
14. 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.

15. A general contractor's license will not be required. However, should any damage occur that would typically require a General Contractor by our standards, you will be required to subcontract the repair to a GC.
16. Discussion of Maps and Unit Price Work items. – **The maps will be updated in the addendum.**
  - a. No survey was performed for the projects.
  - b. Sheet No.1, Sites Map
  - c. Sheet No.2, S. Ellerbe Creek from I-85 to Ellerbe Creek Confluence (1300 LF)
  - d. Sheet No.3, Ellerbe Creek from W. Club Blvd. to N Roxboro St. (2400 LF)
  - e. Sheet No. 4, Northeast Creek Tributary C from Sedwick Rd. to Kandes Ct. (1500 LF)
  - f. Sheet No. 5, Northeast Creek Tributary C from Seaton Rd. to 1500' S of Seaton Rd. (1500 LF)
  - g. Sheet No. 6, Third Fork Creek from Ward St. to Cliff St. (350 LF)
17. Any errors or omissions discovered in the Project Manual or construction Drawings should be brought to the attention of the City in writing.
18. Must follow all guidelines and recommendations in United States Army Corps of Engineers Technical Report EL-92-36 in Appendix L.
19. All questions or requests for information must be submitted by 8:00 AM, Friday, January 17, 2020. No addenda will be issued after 5:00 PM, Friday, January 17, 2020.
20. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Tuesday, January 21, 2020, at 10:00 AM to be held in conference room 3B.
21. Attendee Questions/Discussions. – NONE

These minutes were prepared by Allison Molleson on January 8,2020. Please provide comments and/or additions concerning these minutes by email to [Allison.Molleson@durhamnc.gov](mailto:Allison.Molleson@durhamnc.gov) by the close of business January 10, 2020.