



**PRE-BID CONFERENCE MINUTES**  
**CONTRACTS: SD-2020-01**  
**PROJECT: ODYSSEY DRIVE CULVERT REPLACEMENTS**

Date: July 29, 2020  
Time: 1:30 PM  
Location: Virtual Meeting  
Attendees: See attached attendance sheet

1. This pre-Bid Conference is for the contract that will be awarded for the Odyssey Drive Culvert Replacement project.
2. The meeting was held virtually via Zoom and was recorded.
3. All attendees contact information was collected by the virtual meeting sign-in process. The attendee names were added to the conference attendee sheet (attached). Minutes of the conference will be distributed to all attendees via e-mail and posted on the Project web pages.
4. Contract information includes: Project Manual with appendices, construction drawings, a blank Excel Unit Price Work form, and technical data including a geotechnical report. Please see the Project web pages 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 pages.
  - a. SD-2020-01: <https://durhamnc.gov/3980>
5. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to [antwon.williams@DurhamNC.gov](mailto:antwon.williams@DurhamNC.gov) notifying the City of your intent to bid on this project.
6. The project involves the following:
  - a. SD-2020-01: The project involves the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete replacement storm drainage culvert where Odyssey Drive intersects the northern prong of Northeast Creek.
7. Additional work of a similar nature and similar unit items (up to 50%) may be included in each Contract (see section C-700, paragraph 10.01.C of the Project Manual).
8. The City of Durham is the Owner of the Project.
  - a. SD-2020-01: The design engineer for this project is Summit Design & Engineering Services. Summit will serve as the Engineer for this construction contract and will provide on-site construction administration in conjunction with City staff.
  - b. Culvert will be constructed of cast-in-place concrete. The project will serve as a comparison project to similar culvert construction projects underway in the City. It will be used to make determinations on which product best fits the needs of the City.
9. Sidney Anderson with the Equity & Inclusion Department, (919) 560-4180, ext. 17245, [Sidney.Anderson@DurhamNC.gov](mailto:Sidney.Anderson@DurhamNC.gov), explained the Equal Business Opportunity Program (EBOP) 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 efforts were discussed.
  - a. The Minority UBE participation goal is 11%. The Women UBE participation goal is 7%.
  - b. Two EBOP forms are required with each bid submission, the E-101 (UBE Participation on Base Bid) and E-104 (Employee Breakdown). If forms are not included the Bidder can be deemed unresponsive.
  - c. Appendix B of each Project Manual includes the blank required EBOP forms.
  - d. Appendix D of each Project Manual includes the HUB Listing.

- e. The Equity & Inclusion Department will verify UBE/HUB certification for any firm. Contact Sidney Anderson using the contact information above.
10. 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.
11. 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.
12. A blank Excel Unit Price Work form may be found on the Project web site for inclusion in the Bid. It is the Bidder's responsibility to ensure all items in the Unit Price Work form are correct.
13. The Real Estate Division of the General Services Department is currently acquiring the additional right-of-way and temporary construction easements for the project.
14. It is anticipated that a Notice to Proceed will be issued in November of 2020.
15. Contract Times for Each Contract: 182-calendar days to Substantial Completion with an additional 30-calendar days to Final Completion. Total of 212-calendar days.
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.
  - a. An email to the Project Manager or the Engineer is an acceptable form of notification.
18. All questions or requests for information must be submitted by 5:00 PM, Wednesday, August 5, 2020. No addenda will be issued after Thursday, August 6, 2020.
19. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Wednesday, August 12, 2020 at 1:30 PM to be held in the PWOC training room located at 1100 MLK Jr. Pkwy. The Bid Opening may be extended if there is a significant addendum issued.
  - a. Recommend sending notification to the Project Manager if Bidder decides to mail in the Bid.
  - b. Bids being hand delivered on the day of the Bid Opening should be brought to PWOC.
20. Submission of Bids: Due to the current and ongoing health concerns, Electronic Bids will be accepted. The Bid should consist of a single PDF document containing all required bid forms and documentation. An email including the Electronic Bid shall be titled "BID ENCLOSED- ODYSSEY DRIVE CULVERT REPLACEMENT PROJECT" and be emailed to [Antwon.williams@durhamnc.gov](mailto:Antwon.williams@durhamnc.gov) prior to the time listed in the Agreement and Invitation to Bid. Only emails sent and time stamped prior to the bid opening will be considered valid bids. Electronic Bid PDFs shall be password protected and emails shall include a contact number and email of the representative that will be available during the bid opening. The individual will be called and asked during the meeting to provide the password. Failure to provide the password during the bid opening may result in the bid opening being declared unacceptable. If the Bidder chooses delivery via email, neither the City of Durham or the Engineer assumes responsibility for ensuring delivery and receipt prior to Bid Opening.
21. Antwon Williams will serve as the Project manager. His phone number is (919) 560-4326, ext. 30246 and e-mail is [antwon.williams@DurhamNC.gov](mailto:antwon.williams@DurhamNC.gov).
22. Addendum 2. Items in the addendum included the following:
  - a. Extended the Time of Completion by additional 30 days for consideration of inclement weather.
  - b. Included Covid-19 Guidance for Contractors. See Appendix J.
  - c. Duke Energy relocations. Duke will conduct a temporary utility relocation prior to the project. Duke asked that conduit pipe be included in the project to use as a pathway for connecting the permanent power line. Plans were added to the project webpage titled Utility By Others.
  - d. Revised Unit Price Work Form.
  - e. Method for submitting an electronic Bid. See item 20 above.
23. Attendee Questions/Discussions.

- a. There was a question regarding testing for concrete on the project.
  - i. There is a line item for an allowance on the Unit Price Work Form for testing and inspections. The testing will be coordinated by the Contractor.
- b. There was a general discussion of the allowances for testing and utility relocations.
  - i. The allowances cover relocation of private utilities. It's the Contractor's responsibility to coordinate the utility relocations. Summit has done some initial coordination with the private utility companies. No other private utilities have been identified that need to be relocated other than Duke. There are Spectrum and Frontier lines on the downstream side of the culvert. The allowance is used to reimburse the Contractor for the relocation of unknown utilities. If the cost of relocations exceeds the amount of allowance the City will pay the entire cost of relocating the utility. City will also cover the entire cost of any required testing and inspections. The Contractor will pay the utility company and the City will reimburse the Contractor using the allowance line item.
- c. Question regarding UBE goals. Does the City have a list of approved contractors or can NCDOT's list be used?
  - i. NCDOT list can be used. Verify that firm is certified.

These meeting minutes were prepared by Antwon Williams on Tuesday, August 4, 2020. Please send any comments, errors, or omissions to [antwon.williams@DurhamNC.gov](mailto:antwon.williams@DurhamNC.gov) by close of business, Wednesday, August 5, 2020.

**Pre-Bid Conference Attendance Sheet**  
**City of Durham, Public Works Department**  
**SD-2020-01: Odyssey Drive Culvert Replacement**  
**07/29/2020, 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:			
				MUBE	WUBE	Does this project interest you as a Prime or a Sub? (check one)	
Name	Company	Phone	Email			Prime	Sub
Brian Doherty	Bruce Allen Construction Company	(910) 520-2801	<a href="mailto:brian@bruceallenc.com">brian@bruceallenc.com</a>				
Justin Barbour	Barbour Brothers Construction, Inc.	(919) 242-1267	<a href="mailto:justin@barbourbrothers.com">justin@barbourbrothers.com</a>				
Austin Merritt							
Tyler Daniel			<a href="mailto:tdaniel@rainforrent.com">tdaniel@rainforrent.com</a>				
Jake Donnelly	City of Durham		<a href="mailto:jacob.donnelly@durhamnc.gov">jacob.donnelly@durhamnc.gov</a>				
Jeremy Ricks	Carolina Civilworks Inc.	(919) 598-9850	<a href="mailto:jricks@carolinacivilworks.com">jricks@carolinacivilworks.com</a>				
Eric Royster	The Sunrock Group	(919) 830-2234	<a href="mailto:eroyster@thesunrockgroup.com">eroyster@thesunrockgroup.com</a>				
Carol Teabo	City of Durham		<a href="mailto:carol.teabo@durhamnc.gov">carol.teabo@durhamnc.gov</a>				
Logan Johnston	Dane Construction	(704) 696-1604	<a href="mailto:logan@daneconstruction.com">logan@daneconstruction.com</a>				
Jason Patskoski	Summit Engineering and Design		<a href="mailto:jpatskoski@gmail.com">jpatskoski@gmail.com</a>				

**Pre-Bid Conference Attendance Sheet**  
**City of Durham, Public Works Department**  
**SD-2020-01: Odyssey Drive Culvert Replacement**  
**07/29/2020, 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:			
				MUBE	WUBE	Does this project interest you as a Prime or a Sub? (check one)	
Name	Company	Phone	Email			Prime	Sub
Cliff Piercy	Apple Tuck & Associates, Inc.	(828) 447-4611 (828) 287-3767	<a href="mailto:appletuck02@att.net">appletuck02@att.net</a>				
Daniel Mcelwey	Fred Smith Company	(919) 612-2107	<a href="mailto:daniel.mcelwey@fredsmithcompany.net">daniel.mcelwey@fredsmithcompany.net</a>				
Jon Persson	SEPI Inc.	(919) 573-9920	<a href="mailto:jpersson@sepiinc.com">jpersson@sepiinc.com</a>				
Isaac Woods	BBUDC Inc	(919) 913-8339	<a href="mailto:BBUDCINC@gmail.com">BBUDCINC@gmail.com</a>				
Garrius Jones	Lanier Construction Co., Inc.	(252) 286-6739	<a href="mailto:Garrius@lanierconstruction.com">Garrius@lanierconstruction.com</a>				
Luke Pierce	Chatham Civil Contracting, LLC	(919) 930-7307	<a href="mailto:luke@chathamcivil.com">luke@chathamcivil.com</a>				
Sam Gore	Browe Construction	(919) 415-1616 (919) 422-9512	<a href="mailto:sam.gore@browecon.com">sam.gore@browecon.com</a>				
Greg Smith	City of Durham		<a href="mailto:greg.smith@durhamnc.gov">greg.smith@durhamnc.gov</a>				
Dana Hornkohl	City of Durham		<a href="mailto:dana.hornkohl@durhamnc.gov">dana.hornkohl@durhamnc.gov</a>				
Jacob King	Moffat Pipe	(919) 231-6698 (919) 295-4630	<a href="mailto:jking@moffatpipe.com">jking@moffatpipe.com</a> <a href="mailto:bids@moffatpipe.com">bids@moffatpipe.com</a>				

**Pre-Bid Conference Attendance Sheet**  
**City of Durham, Public Works Department**  
**SD-2020-01: Odyssey Drive Culvert Replacement**  
**07/29/2020, 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:			
				MUBE	WUBE	Does this project interest you as a Prime or a Sub? (check one)	
Name	Company	Phone	Email			Prime	Sub
Brandon Shore	Eastern Structures LLC.	(336) 751-0315	<a href="mailto:easternstructures@gmail.com">easternstructures@gmail.com</a>				
Sidney Anderson	City of Durham		<a href="mailto:Sidney.Anderson@DurhamNC.gov">Sidney.Anderson@DurhamNC.gov</a>				
Devin Keenan	Bruce Allen Construction Company		<a href="mailto:devin@bruceallenc.com">devin@bruceallenc.com</a>				
Peggy Munch			<a href="mailto:m.munch@constructionjournal.com">m.munch@constructionjournal.com</a>				
Antwon Williams	City of Durham	(919) 560-4326 ext. 30254	<a href="mailto:antwon.williams@durhamnc.gov">antwon.williams@durhamnc.gov</a>				
				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:			