



PRE-BID CONFERENCE MINUTES

CONTRACTS: HMGP 4167-0009 Elevation

PROJECT: Residential Home Elevation for 303 Obie Drive

Date: November 18, 2020

Time: 1:00 PM

Location: Virtual Zoom Meeting

<https://zoom.us/j/99189844699?pwd=NXZlemJQVjlnS0FWdzBhcldnRGxRQT09>

Attendees: Dana Hornkohl, City of Durham, Public Works Department
Sean Tuttle, City of Durham, Public Works Department
Eric Miller, City of Durham, Equity & Inclusion Department
Amy Crowley, Wood Environmental & Infrastructure Solutions
Jessie Miars, Holland Consulting Planners
Chris Berg, Summit Design and Engineering Services
Jonathan Best, IMEC Group
DC Linton, Paul Woodard Construction
Dustin Rawlins, Rawlings Contracting

1. This pre-Bid Conference is for the Residential Home Elevation for 303 Obie Drive (HMGP 4167-0009 Elevation) project.
2. This virtual meeting will be recorded. Minutes of the conference will be distributed to all attendees via email and posted on the Project web page.
3. Contract information includes: Project Manual with appendices and construction drawings. 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 page.
 - a. <https://durhamnc.gov/4350>
4. In order to receive email notification of any addenda or clarifications, send an email to Dana.Hornkohl@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 complete elevation and retrofitting of the existing residential structure located at 303 Obie Drive, Durham NC, 27713. The structure is being elevated to raise the finished floor elevation above the current effective base flood elevation as part of a Hazard Mitigation Grant Program (HMGP) project, HMGP 4167-0009.
6. The City of Durham is the Owner of the Project. Summit Design and Engineering Services is the Engineer. Wood Environmental & Infrastructure Solutions is the City's project management consultant. Holland Consulting Planners is a subconsultant of Wood.
7. Eric Miller with the Equity & Inclusion Department, (919) 560-4180, ext. *17241, 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). There are no Underutilized Business Enterprise (UBE) goals or required forms for this project.
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. All bidders are required to submit a COVID-19 Work Plan (see Appendix A of the Project Manual). 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. It is anticipated that a Notice to Proceed will be issued in December of 2020.
12. Contract Times for Each Contract: 50-calendar days to Substantial Completion with an additional 10-calendar days to Final Completion. The current grant agreement extension between the City of Durham and the State of North Carolina for the HMGP 4167-0009 project expires March 30, 2021.
13. Interested Bidders may visit the home at 303 Obie Drive on Friday, November 20, 2020, between 10:00 and 12:00 pm. Bidders must observe all City and State requirements related to the COVID-19 pandemic.
14. Any errors or omissions discovered in the Project Manuals or construction Drawings should be brought to the attention of the Engineer and the City in writing.
15. All questions or requests for information must be submitted by 5:00 PM, Friday, November 20, 2020. No addenda will be issued after Monday, November 23, 2020.
16. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Wednesday, November 25, 2020 at 1:00 PM. The Bid Opening will be held virtually and in person.
 - a. Due to current and ongoing health concerns, electronic Bids consisting of a single PDF document containing all required Bid forms and documentation may be submitted in lieu of a hard copy. An email including the electronic Bid PDF shall be titled "BID ENCLOSED – HMGP 4167-0009 ELEVATION" and be emailed to Dana.Hornkohl@DurhamNC.gov prior to the time listed in the 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 phone number and email of a representative that will be available during the Bid opening time listed in the Invitation to Bid. If three or more bids are received, the representative will be called or asked during the meeting to provide the password to open and view the electronic Bid PDF. Failure to provide a password at the Bid opening time when called upon may result in the Bid being declared non-responsive. If the Bidder chooses delivery of the Bid via email, neither the City of Durham nor the Engineer assumes responsibility for ensuring delivery and receipt prior to Bid opening. In such instances, the Bidder shall have no claim against the Owner or Engineer.
 - b. Interested parties may attend the Bid opening in person at the City of Durham Public Works Operations Center (PWOC) Training Center, 1100 Martin Luther King, Junior Parkway, Durham NC, 27707. Attendees will be required to meet City and State requirements for the COVID-19 pandemic including mask wearing and social distancing.
 - c. The Bid Opening may be extended if there is a significant addendum issued.
17. Dana Hornkohl will serve as the project manager, (919) 560-4326, ext. *30246, Dana.Hornkohl@DurhamNC.gov.
18. Attendee Questions/Discussions.
 - a. Please discuss potential Contractor penalties for delays such as securing a building permit or meter relocation to be performed by Duke Power.
 - i. The City and its consultants have already submitted for building permit approval and the property owner has made contact with utility providers concerning the elevation project and disconnections. The City would grant additional Contract Time for delays that were not caused by the Contractor.
 - b. Does the "New Finished Floor Elevation" shown on the construction drawings (sheet S100) include freeboard?
 - i. Yes.
 - c. The Contract Time of sixty days is difficult to meet.

- i. Bidders are encouraged to provide specific information indicating why it is difficult or impossible to meet the required Contract Time, such as material ordering and delivery times, etc. The information should be submitted by Friday, November 20, 2020 at 5:00 PM. The City and its consultant will review the information and consider revising the Contract Time requirement.
- d. Are bonds required for this project?
 - i. Yes, performance and payment bonds are required, see Appendix G of the Project Manual.
- e. Have “Weather Related Delays” been included in the Contract Time?
 - i. No, the Contractor and Owner will keep track of days of inclement weather when no work can be performed. The Contractor may ask to have these days added to the Contract Time.
- f. What are property owner’s responsibilities related to the project?
 - i. The City and its consultants have coordinated with the property owner to set expectations for being out of the house, moving belongings out of the garage, etc. The City’s consultants will reach out to the property owner again in advance of the Work to restate these needs.

DH

These meeting minutes were prepared by Dana Hornkohl on Wednesday, November 18, 2020. Please send any comments, errors, or omissions to Dana.Hornkohl@DurhamNC.gov by close of business, Friday, November 20, 2020.