



**ST-320 STREET REPAIRS AND REPAVING 2022
MINUTES FROM THE PRE-BID CONFERENCE ON NOVEMBER 10, 2021 AT 2:00 PM:**

**City of Durham
Public Works Department-Engineering Division/ Contract Management
Pre-Bid Meeting Minutes**

Contract: ST-320 Street Repairs and Repaving 2022
Date: November 10, 2021
Time: 2:00 PM

Contract Management staff and potential bidders met in a no mandatory Pre-Bid meeting on November 10, 2021 at 2PM via virtual Zoom Meeting.

The following were in attendance:

Daniel McElwey Senior Estimator
Fred Smith Company
701 Corporate Center Drive Suite 101 | Raleigh, NC 27607
Phone 919-612-2107
daniel.mcelwey@fredsmithcompany.net;

Randall Talley,
Carolina Sunrock LLC
919-441-6198
rtalley@thesunrockgroup.com;

Mark Woodell ,
Royals Contracting
mwoodell@royalscontracting.com

Brian Harrington
Barnhill Contracting Co.
bharrington@barnhillcontracting.com

From City of Durham:
Clint Blackburn
clint.blackburn@durhamnc.gov

Kitty Thomas
919-560-4326 ext 30218

Mike Boyd
mike.boyd@durhamnc.gov;

Sabria Futrell
COD E&I
Sabria.Futrell@durhamnc.gov;

Ana Jaramillo
Ana.jaramillo@durhamnc.gov;
919-560-4326 ext. 30233
From AECOM:
Justin Myers
justin.myers@aecom.com;
(919) 201-1086

Patrick Quarry
patrick.quarry@aecom.com;
215-901-4396

I. Welcome and Bidding Information:

Ms. Jaramillo started the meeting off by introducing the project team. She then went to mention the follow:

- Bid Due Date is November 30, 2021 at 2:00 PM
- Formal Bid
- The project Manual and other project information is available on the City of Durham, Public Works' project website: <https://durhamnc.gov/4640>
- Bids shall be opened at 2:00PM on Tuesday November 30, 2021.
- The bid opening will be conducted via Zoom meeting at City Hall and bidders are prohibited from being physically present.
- Bids will be collected either by password protected PDF emailed to ana.jaramillo@durhamnc.gov or hand delivered by the pull off area on Mangum Street within the thirty minutes prior to the bid opening.
- Items to include with bid proposal:

A Bid shall be submitted enclosed in an opaque sealed envelope plainly marked with the following information: Contract: ST-320

Project: Street Repairs and Repaving 2022

Name of Bidder: _____

Address of Bidder: _____

Phone Number of Bidder: _____

Contact Person for Bidder: _____

Phone Number of Contact: _____

Bidder's North Carolina General Contractor's License Number

A list of the enclosed and checked documentation

Bid Form, including the Total Bid amount and Unit Prices.

Acknowledge receipt of all addendum(s), If applicable

Equal Business Opportunity Program (EBOP) forms, E-101 and E-102

Contractor Workforce Diversity Questionnaire (Appendix N)

Non-Collusion Affidavit of Bidder (Appendix D)

Bid Security, 5% of the amount of the Bid, Bid Bond or Bid Deposit

List of Contractor Equipment and Personnel
Bidder Safety Review Form (Appendix L)

II. Other Bidding/Contract General Information:

Ms. Jaramillo provided the following general information about the contract/bidding process:

- City Council Work Session expected for January 18, 2022
 - Contract is expected to be awarded in January 2022.
 - After Notice of Award: 10 days to submit contract, bonds, and other required forms.
 - Anticipated Notice to proceed (NTP): March 2022
 - Begin work within 10 calendar days from NTP.
 - 180 calendar days to complete construction work

III. Ms. Jaramillo continued with the overview of the project, she said that the project involves the furnishing of all materials, labor, equipment, tools, etc. for the repair and repaving of various streets throughout the City of Durham. She also said that the City reserves the right to add, delete, or change project locations/priorities. Ms. Jaramillo also talked about the Liquidated damages for the project, utility adjustment and replacements, traffic control and about the PDRX Management System.

Ms. Jaramillo presented the Bid table and the Project Vicinity maps showing the streets that will be part of the project.

IV. Mrs. Sabria Futrell from the Racial Equity & Inclusion Office talked about the Equal Business Opportunity Program (EBOP) requirements for the project. Mrs. Futrell said that the City of Durham MUBE participation goal is 11% and WUBE participation goal is 7%. Mrs. Futrell also said that the bidders need also to provide the form E-101, UBE participation form, and that it is very important to complete and sign that form or it will lead to the Good-Faith Efforts process. Mrs. Futrell said that if they have any question they can reach her at her e-mail.

Mr. Kitty Thomas added that it is very important to include in the bid package the “Contractor Workforce Diversity Questionnaire” that is included in appendix N since there is now a new process that requires the completion and inclusion of this questionnaire on the bid package.

V. Ms. Jaramillo continue the meeting with the Questions from prospective bidders and Answer section.

- Question from Daniel McElwey: Can you please provide a detailed quantity breakout by street?
Response from Justin Myers: Yes, we will provide in addendum 1 the Summary of Quantities by street.
- Question from Brian Harrington: How flexible are you about starting within 10 days of NTP?
Response from Clint Blackburn: The City is normally flexible to work out with the contractor about the construction start day if there is a major reason, but normally

it should be within the 10 days of NTP.

- Question from Daniel McElwey: Can you provided a pay item for double adjustments? Specifically asked due to crown adjustments that took place this year.

Response from Clint Blackburn: No, the City will not pay for double adjustments.

Meeting concluded at 2:26 PM