



CITY OF DURHAM
Public Works Department
101 CITY HALL PLAZA | DURHAM, NC 27701
919.560.4326 | F 919.560.4316
www.DurhamNC.gov

PRE-BID CONFERENCE MEETING MINUTES

CONTRACT: SD-2015-01

PROJECT: EAST MAIN STREET CULVERT STABILIZATION

Date: August 12, 2015
Time: 10:00 AM
Location: City of Durham, Public Works Conference Room, Third Floor
Attendees: See Attached Sign-In Sheet

1. An agenda was prepared for this meeting and a copy is also attached to these minutes.
2. All attendees were asked to include their contact information on the meeting sign-in sheet.
3. Contract information includes: Project Manual, appendices, construction Drawings, and a blank Excel unit price work form. Please see the project web page 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. Before August 17, 2015: <http://durhamnc.gov/ich/op/pwd/consproj/Pages/SD-2015-01.aspx>.
 - b. Beginning August 17, 2015: <http://durhamnc.gov/1527>.
4. The project includes the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete stabilization of the East Main Street culvert by means of void filling and soil stabilization using a high density polyurethane system.
5. Project budget is within the range of \$425,000 to \$475,000.
6. The identified Project Site is listed below and is located primarily within City right-of-way and on private property. The City is securing rights-of-entry to perform the work on private property. The rights-of-entry will be in place in time for the commencement of construction.
 - a. East Main Street, 1905 East Main Street
7. The Engineer for the Project and project manager for the Public Works Department is Dana Hornkohl, (919) 560-4326, ext. 30246, Dana.Hornkohl@DurhamNC.gov.
8. Construction limits are shown on the construction Drawings. Traffic control (vehicular and pedestrian) and erosion control are considered incidental to the Work and shall be the responsibility of the Contractor.
9. 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).
10. Vincent Wingate with the Department of Equal Opportunity and Equity Assurance (EO/EA), (919) 560-4180, ext. 17241, Vincent.Wingate@DurhamNC.gov, will address any questions or concerns related to Small Disadvantaged Business Enterprise (SDBE) requirements for bidding.
 - a. Minority SDBE participation goal is 2%, women SDBE participation goal is 1%. Please note that these are separate goals, one firm would not count towards both goals.
 - b. A list of SDBE firms is included in the Project Manual in Appendix B.
 - c. The Successful Bidder will be required to submit additional information concerning Subcontractors.
 - d. The E-101 form must be signed and submitted regardless of participation for Bids to be deemed responsive.
 - e. The E-107 form should be completed if the bidder fails to meet the SDBE goals.

- f. Subcontractors included on the SDBE list or included in the SDBE database maintained by the City of Durham should be contacted before those not included in these listings.
 - g. The North Carolina Department of Transportation also maintains a directory of DBEs that may be used to satisfy the SDBE goals.
11. All bidders are required to submit a record of their safety qualifications (see Appendix I). Please complete the form entirely 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.
 12. The Project currently involves twelve (12) unit price work items. Beside each item on the Unit Price Work Form the standard reference is included. The project manager will briefly review the unit price work items.
 13. It is anticipated that a Notice to Proceed will be issued in November of 2015.
 14. Contract Times: 150-calendar days to Substantial Completion; 30-calendar days to Final Completion; 180-calendar days total.
 15. 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.
 16. Contractor shall use Primavera Contract Management and PDRX during the execution of the Contract.
 17. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to SSDprojects@durhamnc.gov notifying the City of your intent to bid on this project.
 18. 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.
 19. All questions or requests for information must be submitted by 5:00 PM, Thursday, August 20, 2015. No addenda will be issued after Monday, August 24, 2015.
 20. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Monday, August 27, 2015 at 10:00 AM to be held in this same conference room.
 21. Attendee questions.
 - a. The Contractor may submit for Contract Time extensions for valid weather delays that are appropriately documented.

These meeting minutes were prepared by Dana P. Hornkohl on August 15, 2015. Please provide comments and/or additions concerning these minutes by e-mail to Dana.Hornkohl@DurhamNC.gov by close of business, Friday, August 21, 2015.

PRE-BID CONFERENCE ATTENDEES for SD-2015-01, East Main Street Culvert Stabilization, 08/11/2015, 10:00 AM

FIRM	CONTACT NAME	ADDRESS	PHONE	FAX	E-MAIL
City of Durham	Diana Hornkohl	101 City Hall Plaza Durham NC 27701	9195604326 ext. 30246	9195604316	diana.hornkohl@durhamnc.gov
City of Durham	Yi Wang	101 City Hall Plaza Durham NC 27701	9195604326 ext. 30244	9195604316	Yi.Wang@durhamnc.gov
Uretek ICR	Mitch Crayton	8815 Neville Rd Colfax, NC	3369920746	336996 8573	mcrayton@uretekma.com
CoD	Greg Sousa	101 City Hall Plaza 27701	9195604326 x 30271	—	Gregory.Sousa@DurhamNC.gov
CITY OF DURHAM	VINCENT WINGATE	101 CITY HALL PL DURHAM 27701	(919) 560-4180		Vincent.wingate@durhamnc.gov



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PRE-BID CONFERENCE AGENDA
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