

**CITY OF DURHAM**

DEPARTMENT OF PUBLIC WORKS  
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www.durhamnc.gov

- Engineering
- Stormwater Services
- Street Maintenance

June 3, 2016

MEMO TO: Professional Services Firms  
SUBJECT: Addendum One: Pre-Proposal Meeting Questions  
PROJECT: SW-49C Project Management Services for various City projects

A Pre-Proposal meeting was conducted on May 25, 2016 for the Request for Qualifications (RFQ) to provide Project Management services for various City projects. Below are the questions asked to date with the answers.

What is the page limit?

10 pages front and back (20 face pages of information) exclusive of cover page, table of contents, and resumes.

Does the NCDOT format need to be followed?

No

How many firms are going to be selected?

Only one firm is to be selected.

Is there a construction budget?

There are 12 projects. Eight of those are funded by the municipal planning organization, four of which have completed planning documents. The last four projects are City funded. The City funded projects were selected in the Durham Walks Pedestrian Plan. For City funded projects, the focus has shifted to fixing gaps and shorter sidewalk sections. The four City funded projects could be replaced by other projects after the final plan is decided, possibly by January.

Are the projects grouped?

It is up to the design firms to decide how to group projects that they are interested in.

Does selection now preclude the firm from working on the design?

Yes.

Are there separate consultants for design and for the environmental document?

Typically they are separate but they could be the same.

Will the projects include sidewalk, bike lanes and other elements?

Yes. We will work with the stakeholders to determine what is to be designed. We can select a sidewalk behind the ditch so there is no curb and gutter element, or we can implement a curb and gutter element. Decisions about which side of the street, whether one side of the street or both, and if the sidewalk is behind the ditch or not are not firm.

If funding is available, and staff is limited, will the time frame be extended?

Yes, there is a good chance the time frame will be extended.

Should the bid focus on construction management?

At this time, no.

Is this a full time employee at the City's disposal?

It's not necessarily a full time employee situation. The needs of the work will drive the time spent. The candidate will need to spend some time in the office in contact with the team here and will most likely need to attend weekly staff meetings.

Will there be access to the City's server?

Yes.

Does the electronic submission need to be a CD or USB memory stick?

Please provide a memory stick.

What is the budget of the 12 design projects?

Below are the preliminary budgets for the projects, all of which are subject to change. The budgets may only represent partial funding at this early stage.

<b>CT #</b>	<b>Title</b>	<b>Funding</b>	<b>Budget</b>
SW-44	Carpenter Fletcher Sidewalk	Federal	Not established
SW-45	Cornwallis Sidewalk	Federal	Not established
SW-46	Hillandale Sidewalk	Federal	Not established
SW-47	Morrone Sidewalk	Federal	Not established
SW-50	Duke St. Sidewalk	Federal	\$1.3M
SW-51	NC 54 Sidewalk	Federal	\$300,000
SW-52	LaSalle St Sidewalk	Federal	\$611,000
SW-53	Raynor St. Sidewalk	Federal	\$300,000
SW-54	Horton Rd. Sidewalk	City	Not established
SW-55	Cook Rd. Sidewalk	City	Not established
SW-56	Hardee St. Sidewalk	City	Not established
SW-57	Pickett Rd. Sidewalk	City	Not established

This document will be available for download at the following web page.

<http://durhamnc.gov/1556/RFQ-to-provide-Project-Management-service>

This addendum should be acknowledged in the proposal submission package in accordance with Section 260 of the RFQ. I look forward to receiving your proposal. If you have any questions or require additional information, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "E. Venable", with a long horizontal flourish extending to the right.

Edward R. Venable, PE  
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