

**PRE-BID MEETING MINUTES****CONTRACT: SD-2017-03****PROJECT: Municipal Separate Storm Sewer System (MS4) Inspections**

Date: February 3, 2017

Time: 2:00 PM

Location: City of Durham, Public Works Conference Room, Third Floor

Attendees: See attached meeting attendees list.

1. All attendees were asked to add their contact information to the meeting sign-in sheet.
2. Contract information includes: Project Manual, appendices, 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, <http://durhamnc.gov/3023>. A list of the Project Manual holders is regularly updated and placed on the project web page.
3. Reference is made to Paragraph 1.2.A of Section 01 30 00 for updated performance qualifications related to coordination, communication, management and reporting. These include but are not limited to;
  - a. Project schedule within two (2) business days.
  - b. Mobilization within fourteen (14) calendar days.
  - c. Responsible, familiar and prepared person in charge.
  - d. Daily reports within two (2) business days.
4. The Project includes the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete inspection of portions of the MS4 for site locations throughout the City of Durham. Inspections of the MS4 will include location and verification of system components, inspections to locate possible illicit discharges into the system, and general inspections of system components to document condition.
5. Project Sites: It is anticipated that the Work will take place primarily within public rights-of-way maintained by the City of Durham, on City owned property, and on private property where a right-of-entry has been obtained. The Sites will be identified by the Engineer during the Contract.
6. The City of Durham is the Engineer and Owner of the Project.
7. The City is responsible for obtaining all rights-of-entry for access to private property needed to complete the Work.
8. Erosion control or traffic control are considered incidental. The cost for these items should be included in the overall cost of the Project.
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. Staff with the Department of Equal Opportunity and Equity Assurance (EO/EA) will discuss concerns related to Underutilized Business Enterprise (UBE) requirements for bidding.

- a. There is no minority UBE participation goal and no women UBE participation goal for this project.
  - b. Procurement forms must be signed and submitted regardless of UBE participation for Bids to be deemed responsive.
  - c. If there are any questions concerning UBE requirements you may contact Sidney Anderson at (919) 560-4180, ext. 17245.
11. The Project currently involves 5 items. Beside each item number in the Unit Price Work Form the specification reference is included.
    - a. Mobilization for MS4 Inspections, Section 30 10 00.
    - b. MS4 Inspections, Section 30 10 00.
    - c. Cleaning for MS4 Inspections, Section 30 10 05.
    - d. MS4 Basin Inspection, Section 30 10 00.
    - e. Bulk Water Fire Hydrant meter Annual Rental, Section 30 10 00 (allowance).
  12. This is a service contract. Bidder qualifications will be evaluated. Past performance, response time, staff experience, equipment, and operational proximity will be some of the criteria used to evaluate bidders.
  13. Inspections shall meet National Association of Sewer Service Companies (NASSCO) Pipeline Assessment & Certification Program (PACP) and Manhole Assessment & Certification Program (MACP) standards.
  14. It is anticipated that a Notice to Proceed may be issued by May 2017.
  15. Contract Times: 730-calendar days to Substantial Completion, 760-calendar days to Final Completion.
  16. 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.
  17. Contractor shall use the City's web based contract management software (PDRx) during the execution of the Contract to track quantities.
  18. All bidders are required to submit a record of their safety qualifications (see Appendix I). Please complete the forms in their entirety and provide additional information as directed on the forms. Failure to provide all of the required information may result in a bid being deemed non-responsive.
  19. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to [greg.smith@durhamnc.gov](mailto:greg.smith@durhamnc.gov) notifying the City of your intent to bid on this project.
  20. 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.
  21. All questions or requests for information must be submitted by 5:00 PM, Tuesday, February 14, 2017. No addenda will be issued after Thursday, February 16, 2017.
  22. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Monday, February 20, 2017 at 10:00 AM to be held in this same conference room.
  23. Attendee questions.
    - a. When to submit the Procurement forms? *The Procurement forms must be signed and submitted on or before the Bid Opening.*
    - b. Does the pay item Bulk Water Fire Hydrant Meter Annual Rental cover the water usage? *No, it does not. This pay item only includes the rental fee for the water meter. The water used for flushing will be charged in the pay item Cleaning for MS4 Inspection.*

- c. How will you group the work? *If it's an emergency project, it could be just one (1) location. What is typical? Typically we group non-emergency projects together; ~3-6 at a time.*

*How do you differentiate emergency vs. routine? Emergency will require quick mobilization, no longer than what is specified. Routine will likely be grouped and not as urgent. Engineer will advise of desired timeframe.*

- d. There are 60 units of mobilization in the price work form. Does that mean there will be 60 sites? *No. We anticipate the project sites to be in the 30s.*
- e. Will the work be performed on NCDOT's roads? *No, the work will not be performed on NCDOT's roads.*
- f. What level of traffic control for this contract? *Typically, the level of traffic control is cones and flaggers. For any larger and/or complicated system, a change order will be issued.*
- g. Where is the waste dumping location? What is the dumping fee? *There is no dumping location specified for this contract. It is the contractor's choice. The dumping fee is incidental to this Contract and varies among the facilities. The City of Durham Waste Disposal & Recycling Center (<https://durhamnc.gov/878/Waste-Disposal-Recycling-Center>) accepts municipal solid waste with fees.*
- h. How will the Work be released? *The awarded Contractor will be provided a copy of City of Durham GIS database. Once the projects are created, a PDF copy of the site map will be provided. Refer to previous similar contract SD-2012-04 Drawings (<http://durhamnc.gov/DocumentCenter/Home/View/2068>) for example.*
- i. Are there any roots cutting? *Typically no. Occasionally there are root intrusions but the jet nozzle will work.*
- j. What is the typical pipe size? *The typical pipe size is 12" to 60" in diameter. For larger size culvert, Contractor could choose to carry the camera and walk through the culvert for inspection.*

These meeting minutes were prepared by Yi Wang. Errors or omissions should be directed to [greg.smith@durhamnc.gov](mailto:greg.smith@durhamnc.gov) no later than Tuesday, February 14, 2017.