



CITY OF DURHAM

Public Works Department

101 CITY HALL PLAZA | DURHAM, NC 27701

919.560.4326 | F 919.560.4316

www.DurhamNC.gov

April 17, 2017, 2:30 PM

City of Durham, Council Chambers, First Floor

Pre-Submittal Conference Minutes

Request for Qualifications (RFQ)

RFQ No. SD-2017-02

Stormwater Infrastructure Inventory and Assessment for Parks, Trails, and Cemeteries

1. All attendees were asked to include their contact information on the conference attendee sheet (copy attached).
2. Available information was discussed (RFQ and an RFQ holder list). The project web page (<http://durhamnc.gov/3054>) will be updated with all current information including future addenda and requests for information.
3. Send an email to Dana.Hornkohl@DurhamNC.gov to receive notification of project web page updates.
4. Angela Henderson with the Department of Equal Opportunity and Equity Assurance (EO/EA), (919) 560-4180, ext. 17244, Angela.Henderson@DurhamNC.gov, explained the Underutilized Business Enterprise (UBE) requirements for the RFQ. The goals are 8% Minority/UBE and 6% Women/UBE.
5. The Scope of Work (Section 40) was discussed.
 - a. Inventory: The City has a more complete inventory of stormwater assets in parks and cemeteries. The City lacks a complete inventory of these assets for trail facilities.
 - b. Assessment
 - i. Includes three dam facilities.
 - c. Meetings: No public meetings or information sessions are required.
 - d. Available Facility Information
6. The Evaluation Criteria (Section 180) were discussed.
 - a. No consulting fees (services or professional services) will be evaluated in selecting the successful firm.
7. The intended Contents of the Proposal (Section 240) were discussed.
8. The submittal deadline is Monday, May 1st at 3:00 PM.
9. The review of submittals was discussed along with possibility for interviews. Interviews for teams that are shortlisted will likely be scheduled for the week of May 15th.
10. Attendee Questions/Discussions
 - a. Where manhole assessment (MACP) is called for, a level 1 inspection will be required.
 - b. The budget for this project is approximately \$300,000.
 - c. No reduced fee has been negotiated with the City of Durham's Solid Waste Management Department ([Waste Disposal & Recycle Center](#)) for disposal fees. Firms providing storm drainage system flushing should include all costs for disposal in their work estimates.
 - d. Provide resumes in Tab 1. Resumes will be evaluated as part of Tab 1 (qualifications listed on the resume) and as part of Tab 2 (project experience listed on the resume). This clarification will be incorporated into addendum no. 1.

- e. For Tab 2, the number of “relevant, similar projects” is being changed from a “maximum of five (5)” to a “minimum of five (5) and a maximum of ten (10).” This will be incorporated into addendum no. 1.

DPH

These minutes were prepared by Dana Hornkohl on April 19, 2017. Please provide comments and/or additions concerning these minutes by e-mail to Dana.Hornkohl@DurhamNC.gov by the close of business Monday, April 24, 2017.

Pre-Submittal Attendance Sheet

City of Durham

Dept/Project Name:

Public Works | SD-2017-02 Stormwater Infrastructure Assessment for Parks, Trails, and Cemeteries

Date/Time: 04/17/2017 2:30 PM

				The City of Durham is evaluating UBE interest in City projects. If you are representing a UBE firm, please let us know the following information:		
Name	Company	Phone	Email	MUBE or WUBE?	Does this project interest you as a Prime or a Sub? (check one)	
					Prime	Sub
Dana Hambohl	City of Durham	919 564 3226 ext. 30246	dana.hambohl@durhamnc.gov	N/A	N/A	N/A
PRESTON ROYSTER	COULTER JEWELL THOMAS	919-682-0362	proyster@cjtpe.com	NO	✓	✓
Yi Wang	City of Durham		Yi.Wang@durhamnc.gov	N/A		
Ava Barlow	Alpha+Omega Group	919 981-0310	acbarlow@aogroup.com	No	✓	
Angela Henderson	City of Durham	919-804-1724 (336)	Angela.Henderson@durhamnc.gov	N/A		
Sherry Bittle	JCWaller & Assoc. PC	697-2637	sbittle@jcwaller.com	Yes	✓	
Karthik Narayanaswamy	AECOM	919-461-1510	Karthik.narayanaswamy@aecom.com		✓	
Harmon Henderson	AECOM	919-461-1437	harmon.henderson@aecom.com		✓	
MATTHEW CRAWFORD	GSC SURVEYING, INC	419 306 9510	Matte@GSCSurveying.com	No		✓
Eric Wilson	KCI Technologies	919 278 2496	eric.wilson@kci.com	No	✓	

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City of Durham**

Dept/Project Name: _____

Date/Time: _____

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Name	Company	Phone	Email	MUBE or WUBE?	Does this project interest you as a Prime or a Sub? (check one)	
					Prime	Sub
Dwayne Critik	CriTek Engineering Group	336 348-1889	dcrite@critekgroup.com	MUBE		X
MARK TINGEN	PORTER Scientific	910 374-8437	mtingen@porterscientific.com	WUBE		X
MATT JONES	HORVATH ASSOCIATES	919- 490-4490	MATT.JONES@ HORVATHASSOCIATES.COM			X
SEAN MCKNIGHT	CITY OF DURHAM	919-460 5326 x 30265	Sean.McKnight@ durhamnc.gov	NA	NA	NA
CHRIS STANLEY	McADAMS	919-287- 0767	cstanley@meadamsco. com	NO	X	
Wendy Ramsey	RK&K	919-875- 9560	wramsey@ rk.com	NO	X	
JEFF MEADOR	RK&K	919-878- 9560	JMEADOR@RK.COM	NO	X	
Ryan Mitchell	DRMP	919-650-1028	rmitchell@drmp.com	NO	TBD	TBD
Ariel Gamboa	Summit Design & Engineering	544-6436	ariel.gamboa@ summitde.net		✓	
BELLANDRA FOSTER	BB FOSTER CONSULTING, PC	(336) 355-7897	bbf@bbfosterconsulting.com	YES		X

YES
D&E, SE
SLBE, MBE

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				MUBE or WUBE?	Does this project interest you as a Prime or a Sub? (check one)	
Name	Company	Phone	Email		Prime	Sub
TOM SPEIGHT PE, PL	BATEMAN CIVIL SURVGY	919 577 1080	tom@batemancivilsurvgy.com		X	
Laura Moore	Edwards Land	919 270 3731	laura.moore@edwardsland.com laura.moore@edwardsland.com		TBD	TBD
Cameron Moore	Apex Companies	919-657-0582	cmoore@apexcos.com		X	
Beth M ^{rs} Laughlin	AMEC Foster Wheeler	919-628-8806	bethmlaughlin@amecfw.com		X	
Bob Miller	"		bob.miller@amecfw.com		X	
EVERETT GUPTON	WSP PARSONS BRINCKERHOFF	919 364 0711	gupton@pbworld.com			X
CHAD SMITH	WSP PARSONS BRINCKERHOFF	704-342-5402	smithc@pbworld.com			X
Chad Evenhouse	Resource Environmental Solutions, Inc.	919-209-1059	cevenhouse@res.us		TBD	TBD
CHAD BECK	KIMLEY-HORN	919-677-2196	CHAD.BECK@KIMLEY-HORN.COM		X	
Jeff Koonce	Hydrostructures	919 542 5002	jeffrey.koonce@hydrostructures.com		TBD	TBD

