

## **PRE-BID MEETING MINUTES**

**CONTRACT: SWM 2013-01**

**PROJECT: Stormwater BMPs Maintenance & Rehabilitation**

**Date: June 27, 2013**

**Time: 3:00 PM**

**Location: City of Durham, Public Works Conference Room, 3<sup>rd</sup> Floor**

**Attendees: See attached attendee list.**

### *Welcome*

- Signing of attendance roster
- All introduce yourself & who you represent
- Project Manual, Maps, and Lists of Sites posted on the City Project Webpage : <http://durhamnc.gov/ich/op/pwd/consproj/Pages/SWM-2013-01.aspx>

### **Project Description- What is this contract for:**

- The project involves the furnishing of all materials, labor, equipment, tools, etc., unless otherwise specified, for complete maintenance and rehabilitation activities performed on various stormwater BMPs at various site locations throughout the City of Durham.
- To ensure that all bidders using the Department of Public Works website are kept up to date on any addenda, changes, or information notices, send an email to [StormwaterBMPs@durhamnc.gov](mailto:StormwaterBMPs@durhamnc.gov) indicating intention to prepare a bid for the project.

**Project Manager** – Raghavenderrao Badami, PE, CFM

**City Inspector/ Resident Project Representative** – Mike Fuller

**SDBE information:** Dan Love, Equal Opportunity Equity Assurance Specialist

- Goals
  - i. 0% Minority
  - ii. 0% Women
- Bidders are not required to be prequalified for this project since it is less than \$100,000.
- All Bidders are required to complete the SDBE Contractor Procurement forms (refer to Appendix D), and must submit the completed forms with their Bid.

### **Qualifications of Bidders:**

- The Contractor shall have a minimum of five (5) years experience performing stormwater BMP non-routine maintenance and rehabilitation work. Staff intended to perform the work shall have a minimum of three (3) years experience performing stormwater BMP non-routine maintenance and rehabilitation work.

- In addition to the experience requirement, the Contractor shall submit a minimum of ten (10) successful stormwater BMP rehabilitation projects completed within the last five years with complete reference information.
- The successful projects submitted shall include the project name, address, and a brief description of the work performed. Reference information shall include the name of the entity the work was performed for, project contact person, address, and phone number. Photos documenting the improvements made are encouraged to be submitted.

**SWM 2013-01 Stormwater BMPs Maintenance & Rehabilitation Bid Date:**

- Thursday July 18, 2013 at 2:00 PM Location: Public Works Conf. Room 3B, 3<sup>rd</sup> floor City Hall

**Primavera Management Tracking System**

- Notices to Proceed
  - Notice to Proceed Primavera
  - Notice to Proceed Construction
- Contract Manager / P6 Scheduler/ PDRx

**Submittal Of Bid**

- Refer to Submittal of Bid on page 11 & 12 of DOCUMENT 00 21 15 INSTRUCTIONS TO BIDDERS – EJCDC
- Refer to all instructions under DOCUMENT 00 21 15 INSTRUCTIONS TO BIDDERS – EJCDC

**Project Details:**

- Sites:
1. Central Park Bioretention Area – 505 Rigsbee Avenue
  2. Central / Skate Park Level Spreader - 505 Rigsbee Avenue
  3. Northgate Park Dry Pond – 300 W. Club Boulevard
  4. Northgate Park Pocket Wetland – 300 W. Club Boulevard
  5. I-85 Wet Detention Pond – 1701 Bellevue Avenue
  6. Cook Road Park Dry Pond A – 602 Cook Road
  7. Cook Road Park Dry Pond B – 602 Cook Road
- Work must start within 10 days from receipt of Notice to Proceed
  - Project is to be completed in within 180 days from Notice to Proceed
  - Liquidated Damages are detailed in Section: 00 52 15 - Agreement form, page 2 of the Project Manual.
  - Retainage will be 2.5%.
  - All questions should be submitted to the Project Manager in writing. All addenda's will be emailed to the ones who notified by email that they downloaded the Project Manual. Addenda will also be posted on the project web site.
  - Question received less than 7 days prior to Bid opening may not be answered.
  - Photographic record of existing conditions will be taken by City prior to site mobilization.

## **SWM 2013-01 Pre-Bid Meeting Questions and Responses**

1. Is the requirement to begin work within 10 days from notice to proceed special for this contract or a City standard?

**Response:** *A City standard.*

2. What is the anticipated time from bid opening to notice to proceed?

**Response:** *It is anticipated to take approximately four weeks. This is somewhat dependent on submittal times for the apparent successful bidder.*

3. The Project Manual mentions the need to secure access easements. What is anticipated for this and how long will this take?

**Response:** *This is standard contract language. Since the projects will all be on City owned property no easements will need to be secured. Please be advised that two weeks notice will be required prior to beginning work in any of the three parks.*

4. Is attending Pre-Bid meeting mandatory for all bidders?

**Response:** *No, it is not mandatory to attend the Pre-Bid meeting.*

5. How many people have advised they have intent to bid on the project?

**Response:** *10, so far. Also, please refer to the project website for Project Manual Holders list.*

6. Will sign in sheet be made available?

**Response:** *The project manual holders list will be placed on the project website and each entity which emailed [StormwaterBMPs@durhamnc.gov](mailto:StormwaterBMPs@durhamnc.gov) will be notified.*

7. Will lowest bidder be awarded contract?

**Response:** *The lowest responsible bidder will be awarded the contract. One has to meet all the qualifications, insurance requirements, etc. in the contract. Note the City has the right to reject all bids.*

8. Is any elevation control on site?

**Response:** *The only site which requires an elevation be established references the top of an orifice in the riser. Note that no Bench Marks are required/provided.*

9. How will the requirement for the 6” orifice for the projects in Northgate Park be measured?

**Response:** *It is evident on site. Project Representative and Contractor will agree what the actual bottom is.*

10. Can one bid on any one of the seven individual projects in the contract?

**Response:** *No, the Contract shall include all seven project sites.*

11. Can one revise the priority schedule for the projects?

**Response:** *Yes, with approval of the City, Yes.*

12. Will bid tabulation be posted?

**Response:** *Yes, it will be posted to the project website within three business days after the bid opening.*

13. Can one without a contractor’s license bid the contract if the amount is less than \$30,000?

**Response:** *The City feels that change orders would reasonably exceed the \$30,000 limit, even if the initial bid is less. City may consider amending contract qualification of bidders to state bidder must meet the requirements of Chapter 87 of the North Carolina Statutes instead of shall be licensed as a General Contractor, if significant feedback is received requesting this.*

14. Can someone not licensed bid along with a licensed contractor?

**Response:** *Yes, as long as the prime contractor (bidder) meets the qualifications for bidder included in the contract.*

15. How does one submit their bid?

**Response:** *All bids must be sealed, can be hand delivered, sent by courier, mailed, etc. Must be submitted prior to bid opening time and date included in the contract. If submitted afterwards it will not be opened, whether any other bids have already been opened or not.*

*Attachments: Pre-Bid Meeting Attendees*

*Meeting minutes were prepared by Raghavenderrao Badami on July 2, 2013. Please provide comments and/or additions concerning these minutes by e-mail to [stormwaterbmps@durhamnc.gov](mailto:stormwaterbmps@durhamnc.gov) by close of business, Friday, July 05, 2013.*