



CITY OF DURHAM

Public Works Department

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www.DurhamNC.gov

January 8, 2018, 1:00 PM

City of Durham, Conference Room 3B, Third Floor

Pre-Submittal Conference Minutes

Request for Qualifications (RFQ)

No. SD-2018-06

Private Drainage Assistance Projects

1. All attendees were asked to include their contact information on the conference attendee sheet (attached). Minutes of the conference will be distributed to all attendees.
2. All “Section” an “Exhibit” references refer to the [Request for Qualifications](#), dated December 11, 2017.
3. Available information includes: [RFQ](#) and an [RFQ Holder List](#). Please see the project web page (<http://durhamnc.gov/3256>) for all current information including future addenda and requests for information.
4. To ensure that all candidates using the Public Works Department web page are kept up to date on any addenda, changes, or information notices, send an email to Dana.Hornkohl@DurhamNC.gov indicating your intention to prepare a submittal for the project.
5. Project Description: The City of Durham is seeking assistance through professional services for the survey, design, permitting, and developing of construction documents for multiple stormwater drainage assistance projects involving private property. The City is seeking this assistance through the Small Local Business Enterprise (SLBE) program. Through this request for qualifications, the City intends to select several of the most qualified teams based on their submittals. The City intends to negotiate with each of the most qualified teams in order to enter into a contract to address multiple project sites. At this time the City has fourteen project sites and it is anticipated that three teams may be selected with each team being given four to five project sites. It is the City’s intent that the construction documents for all of the project sites will be ready for advertisement in a single construction project in approximately the same amount of time.
6. 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 (Section 250). There are no Minority UBE or Women UBE goals.
 - a. Professional Services Forms are included in Exhibit A of the RFQ.
7. Scope of Work (Section 40)
 - a. Recommendations, Survey, Utility Relocation, Storm Drainage and Roadway Design, Construction Documents, Permitting, Meetings
8. The typical project site involves replacing and/or rerouting a compromised, existing stormwater drainage pipe system located on private property. Some sites involve stabilizing and/or rerouting open channels on private property. Older sections of Durham were developed with little or no stormwater regulations. There are residential and commercial structures that were built over, or in close proximity to stormwater drainage systems (pipes and/or open channels). As these systems have reached their useful life, they become compromised and are threatening existing buildings and structures. The City has determined that each project site is eligible for the Private Drainage Assistance Program. The eligibility criteria for the program may be reviewed in the Durham Code of Ordinances, [Section 70-685](#).

9. Current Project Sites (Exhibit D)

- a. 1029 Dacian Avenue - 610 Watts Street (PDAP-045)
- b. 1211 Fargo Street (PDAP-044)
- c. 2720 Winton Road (PDAP-041)
- d. 708 Gerard Street (PDAP-026)
- e. 1211 Lincoln Street (PDAP-001)
- f. 2002 & 2006 Angier Avenue (PDAP-048)
- g. 2626 Ross Road (PDAP-017)
- h. 2204 Fayetteville Street (PDAP-042)
- i. 821 & 823 North Buchanan Boulevard (PDAP-046)
- j. 719 Shepherd Street (PDAP-032)
- k. 108 West Lavender Avenue (PDAP-064)
- l. 801 Yancey Street (PDAP-031)
- m. 1102 & 1104 Fairview Street (PDAP-062)
- n. 1806 & 1810 Capps Street (PDAP-040)

10. Evaluation Criteria (Section 180)

11. Contents of the Proposal (Section 240)

- a. Format: One bound, one electronic
- b. Alternative proposals

12. If your firm is not interested in performing one or more of the specific projects, you should consider submitting two separate proposals. One submittal would meet all of the requirements of the RFQ. The other submittal (Alternative Proposals, Section 290) would indicate that the firm is only interested in a subset of specific projects. If it is in the City's best interest, the Alternative Proposal may be reviewed and evaluated.

13. Submittal deadline: January 22, 2018 at 1:00 PM, Public Works Front Desk, Third Floor, City Hall.

14. Submittal review and interviews. Submittals will be reviewed between January 23rd and February 2nd. If interviews are necessary, interviews for teams that are shortlisted will likely be scheduled for the week of February 12th.

15. Attendee Questions/Discussions

- a. The City has completed approximately 1,100 private drainage assistance projects during the program (since the 1990's). The City has been the designer for all of these projects until this RFQ.
- b. Consultants are expected to prepare the easement plats for all storm drainage easements, the City will be procuring and recording the easements.
- c. It is intended that each of the professional services contracts resulting from this RFQ will be under \$100,000.
- d. The projects have not been grouped at this time. The City anticipates that the projects may be grouped by criteria such as geography or type of work.
- e. Has the City considered a design-build option for delivering these projects? Yes, but the City has elected for a traditional delivery method for these specific projects based on their complexity.
- f. See Section 240, Paragraph C.2, fourth bullet point. With regards to experience evaluation, projects that are designed and built to NCDOT standards will receive higher evaluation credit than those projects that do not.

- g. The City of Durham will be responsible for generating the agreement to be executed between the private property owner and the City. The agreement will be based on the approved construction documents (drawing and opinion of probable cost) generated by the consultant.
- h. Opinions of Probable Cost for each project shall be broken down by work on each private property and work not on private property. The property owner's cost share is dependent on the anticipated cost of the work on their property. If actual construction costs exceed anticipated costs, the City of Durham is responsible for the additional cost.
- i. Rough preliminary opinions of probable cost will be needed for project recommendations in order to help determine the most cost effective option.
- j. NCDOT encroachment permits will be required where these projects encroach within NCDOT rights-of-way. It is not expected that NCDOT will require a formal hydrology and hydraulics review.
- k. It is not anticipated that geotechnical explorations will be needed for these projects.
- l. See Section 40.4, Paragraph F. All storm drainage design shall meet the requirements of the City of Durham's [Reference Guide for Development](#). In some instances existing conditions may not allow the project design to meet these requirements. In these instances the intent will be to meet or improve existing pipe capacity.
- m. It is anticipated that any proposed modifications to an existing jurisdictional stream will be performed under a USACE Nationwide Permit (NWP) and a NCDEQ DWR General Certification Authorization, Notification, and Compliance.
- n. Attending the Pre-Submittal Conference is not mandatory. However, submitters that attended will receive credit (Section 225, Paragraph c).

These minutes were prepared by Dana Hornkohl on January 16, 2018. Please provide comments and/or additions concerning these minutes by e-mail to Dana.Hornkohl@DurhamNC.gov by the close of business Thursday, January 18, 2018.

Pre-Submittal Attendance Sheet
City of Durham

Dept/Project Name: Public Works / Private Drainage Assistance Projects (SD-2018-06)
Date/Time: 01/08/2018 / 1:00 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 Hornkohl	City of Durham Public Works Department	919 560 4326 ext. 30246	dana.hornkohl@durhamnc.gov	N	—	—
GREG SMITH	"	" EXT. 30255	GREG.SMITH@ DURHAMNC.GOV	N	—	—
Yi Wang	"	Ext. 30244	Yi.Wang@DurhamNC.gov	N	—	—
TRACY PARROTT	SUMMIT	919-732-3883	TRACY.PARROTT@ SUMMITDE.NET		✓	
Jonathan Hinkle	LDSI	910-596-1003	jhinkle@ldsi-inc.com	-	—	✓
MATT JONES	HORVATH	919-490-4990	HORVATH ASSOCIATES MATTJONES@H.ASOCIATES.COM	N	✓	
DAVID KIKER	KIKER STORMWATER SOLUTIONS	919-815-5563	KIKERDIK@GMAIL.COM	N		
Jason Patkoski	SUMMIT	919-884-9153	jason.patkoski@summitde.net		✓	
Angela Henderson	City of Durham EDTA	919-560-4180 x 17244	Angela.Henderson@ durhamnc.gov			