



February 20, 2018, 1:00 PM
City of Durham, Conference Room 3B, Third Floor
Pre-Submittal Conference Minutes
Request for Proposals (RFP)
RFP No. HMGP 4167

Hazard Mitigation Grant Program Project Management

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 Proposals](#), dated February 5, 2018.
3. Available information includes: [RFP](#) and an [RFP Holder List](#). Please see the project web page (<http://durhamnc.gov/3300>) 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 planning and project management services to manage Hazard Mitigation Grant Program (HMGP) projects for elevation (one unit, HMGP 4167-0009-R) and acquisition (11 units, HMGP 4167-0014-R) activities. These activities are to be conducted with Federal Emergency Management Agency (FEMA) and North Carolina State funds pursuant to the grant agreements executed between the City of Durham and the State of North Carolina, Department of Public Safety, Division of Emergency Management.
6. Deborah Giles with the Department of Equal Opportunity and Equity Assurance (EO/EA), (919) 560-4180, ext. 17243, Deborah.Giles@DurhamNC.gov, explained the Equal Business Opportunity Program (EBOP) requirements (Section 250). There are no Minority or Women Underutilized Business Enterprise (UBE) goals for this project.
 - a. [Procurement Forms](#) are included in Exhibit A of the RFP.
 - b. The “Employee Breakdown” form is the only required EBOP form that must be included in the submittal in order to be considered responsive. If your team is proposing to use a UBE firm, please include the “UBE Participation on Bid” and “Statement of Intent to Perform as a Subcontractor” forms as well.
 - c. A valid EEO-1 form may be submitted in place of the “Employee Breakdown” form.
7. Scope of Work (Section 40)
8. Grant Agreements are on the [project web page](#).
 - a. [HMGP 4167-0009-R](#) (elevation)
 - 303 Obie Drive

- b. [HMGP 4167-0014-R](#) (acquisition)
 - 1912 Essex Road (withdrawn)
 - 1806 Albany Street
 - 4819 Rollingwood Drive
 - 2303 Cardinal Drive
 - 2302 Cardinal Drive (withdrawn)
- 9. Supplemental Agreement to HMGP 4167-0014R (acquisition)
 - a. 2414 Acadia Street
 - b. 2418 Acadia Street
 - c. 2420 Acadia Street
 - d. 2422 Acadia Street (withdrawn)
 - e. 2424 Acadia Street
 - f. 2426 Acadia Street
- 10. Evaluation Criteria (Section 180)
- 11. Contents of the Proposal (Section 240)
 - a. Format: One bound, one electronic
- 12. Alternative Proposals (Section 290)
 - a. 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 RFP. 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: March 6, 2018 at 1:00 PM, Public Works Front Desk, Third Floor, City Hall.
- 14. Submittals will be reviewed between March 7th and March 21st. If interviews are necessary, interviews for teams that are shortlisted will likely be scheduled for the week of March 26th.
- 15. Attendee Questions/Discussions
 - a. What is the Period of Agreement for the two projects?
 - HMGP 4167-0009-R, March 31, 2019
 - HMGP 4167-0014-R, December 31, 2018
 - HMGP 4167 (overall grant), May 1 2019
 - b. Is it the City's intent to select one firm?
 - Yes

These minutes were prepared by Dana Hornkohl on February 20, 2018. Please provide comments and/or additions concerning these minutes by e-mail to Dana.Hornkohl@DurhamNC.gov by the close of business Monday, February 26, 2018.

Pre-Submittal Attendance Sheet

City of Durham

Dept/Project Name: Public Works / Hazard Mitigation Grant Program Project Management (HMGP 4167)

Date/Time: 02/20/2018 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:		
					MUBE or WUBE?	Does this project interest you as a Prime or a Sub? (check one)	
Name	Company	Phone	Email	Prime		Sub	
Dana Hornkohl	City of Durham Public Works	(919) 560-4326 ext. 30246	dana.hornkohl@durhamnc.gov				
JOSEPH THREADCRAFT	THREADCRAFT ENGINEERING, INC.	229 395-1912	JOSEPH@TEI-ENGINEERS.COM	MUBE	✓	✓	
Ryan Wiedenman	Atkins	919 431-5295	ryan.wiedenman@atkinsglobal.com		✓		
BRIAN JOHNSON	AMEC FOSTER WHEELER	919. 308. 6275	BRIAN.JOHNSON2@AMECFW.COM		✓		
Lynette Royster	BREE	919 349.3338	Lynette.royster@breeassociates.com	✓	✓	✓	
Deborah Giles	City of Durham EOEA	(919) 560-4180	Deborah.Giles@durhamnc.gov				
Graham Summers	COD - PW STORANKING	560-4326 ext. 3287	graham.summers@cod.durhamnc.gov				