

**CITY OF DURHAM**

Department of Public Works  
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## **CONTRACT: SD-2012-01 PRE-BID CONFERENCE MEETING MINUTES**

Date: November 7, 2011  
Time: 2:00 PM  
Location: City of Durham, Public Works Conference Room, Third Floor  
Attendees: Dana Hornkohl, Shea Bolick, Frank Louder, Dan Love, Israel Salas, Tony Bryant, Bj Lanier, Prentice Lanier, Jeff Sullivan, Bruce Hollis, Harvey McQueen

1. Introduction and welcome.
2. Contract information currently available on the website includes: Project Manual, Appendices, Construction Plans, and Excel Unit Price Form. The link to the web page is [http://www.durhamnc.gov/departments/works/project\\_SD-2012-01.cfm](http://www.durhamnc.gov/departments/works/project_SD-2012-01.cfm).
3. There are ten (10) project sites included in the Contract.
4. The project sites are located on private property, publicly owned property, Norfolk Southern right-of-way, and within public right-of-way maintained by the City of Durham.
5. Rights-of-Entry will be obtained by City of Durham staff for the project sites on private property. The Contractor is responsible for obtaining right-of-entry from Norfolk Southern Corporation. This will require, among other items, sufficient proof of insurance. To assist in this process please go to Norfolk Southern's website: [http://realestate.nscorp.com/nscrealestate/RealEstate/Real\\_Estate\\_Services/Property\\_Access/](http://realestate.nscorp.com/nscrealestate/RealEstate/Real_Estate_Services/Property_Access/). The City can provide an existing railroad crossing guard installation plan and agreement with Norfolk Southern if needed to hopefully help expedite the approval process. The contact for Norfolk Southern concerning right-of-entry is Eddie Hatton. He is located in their Greenville, SC office and the phone number is 864-255-4335. Construction limits are shown on the drawings. There are no easements defined for the project sites on private property. Construction limits for these Sites shall be further discussed at pre-construction meetings to be held with the individual property owners. The successful bidder will be allowed to work with property owners for staging access. The successful bidder shall be responsible for providing all storage of materials and equipment.
6. Any errors or omissions discovered in the Project Manual or Construction Drawings should be brought to the attention of the Engineer. It is fully expected to receive questions and comments as there are no perfect plans.
7. Additional work of a similar nature and similar unit items (up to 50%) may be included in this Contract. This is included in Section C-700, page 35 of the Project Manual.
8. For future reference: At least one additional contract from the Stormwater Services Division – Infrastructure Unit will be advertised later in fiscal year 2012:  
 SD-2012-02: Pre-cast and cast-in-place box culvert project on private property and NCDOT right-of-way. The site for this will be on University Drive where the restaurant Nana's is located.

9. Dan Love with the Department of Equal Opportunity and Equity Assurance (EO/EA) discussed concerns related to Small Disadvantaged Business Enterprise (SDBE) requirements for bidding.
  - a. Minority SDBE goal is 11%, women SDBE goal is 5%.
  - b. Bidders must be prequalified with EO/EA; completed forms shall be responsive and must be submitted by Monday, November 21, 2011.
  - c. There have been some recent issues when utilizing NCDOT and others' listings. When utilizing NC DOT firms make sure they are either MBE or WBE certified, not just DBE. In regard to the City of Durham SDBE listing, Mr. Love indicated that any firm on the list that is not classified as M (Minority-African American) or W (Woman), may be used to meet either the MSDBE goal or the WSDBE goal, but you cannot split that firm to try to meet both goals. For example, a Hispanic firm could be used to meet either goal but not both. However, a second Hispanic firm could be used to meet the other goal.
  - d. Please verify all SDBE subcontractors are registered with EO/EA or an approved substitute to ensure good faith efforts. The list contained in the appendices is 4 - 6 weeks old and is not current. If there is any question concerning the status of a subcontractor, contact Dan Love at (919) 560-4180, ext. 17245.
  - e. The successful bidder will be required to submit additional information concerning Subcontractors.
  - f. No prospective bidders asked any questions or brought up any concerns related to prequalification. All prequalification applications will be reviewed prior to the Bid Opening. All forms needed for prequalification are included in the Project Manual appendices and the EO/EA web site [http://www.durhamnc.gov/forms/equal\\_prequal\\_app.pdf](http://www.durhamnc.gov/forms/equal_prequal_app.pdf).
10. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to [SSDprojects@durhamnc.gov](mailto:SSDprojects@durhamnc.gov) notifying the City of your intent to bid on this project.
11. The project web site is [http://www.durhamnc.gov/departments/works/project\\_SD-2012-01.cfm](http://www.durhamnc.gov/departments/works/project_SD-2012-01.cfm). All addenda and project information may be found via the project web site.
12. Contract currently involves 79 item numbers. Beside each item number the standard reference, drawing, or detail number is included. Out of the 79 item numbers, 22 have Special Conditions. Special Conditions are found in Section 30-11-00 of the Project Manual. The Table of Contents will be amended to reference this section with the first addendum to the project.
13. Discussed each Special Condition contained in the Project Manual. No questions were asked.
14. Project availability and timeframes were covered. This is found in Section 30-11-00, Part 1, Item B.
15. Provided an overview of construction drawings/sites. A question was raised about the chain link fence on the Gilbert Street project. The City believes this fence will not conflict with the necessary construction. After the meeting it was decided that the City will verify whether or not this fence is within the construction limits and if it is a pay item to remove and reset the fence will be added by addendum. If necessary it can also be added during the contract as a change order. The City advised that on the West Knox Street project that a video inspection of the drainage system revealed the junction box, which is to be converted to a manhole, actually has a buried manhole lid that appears to be approximately four feet beneath the ground surface.
16. A blank Excel unit price work form may be found on the project web site for inclusion in bids. Feel free to adjust column widths and row height as necessary. Suggest utilizing

scaling fit to 1 page wide by 2 tall under page setup within print preview to print the document. It is the Bidder's responsibility to ensure all items in the Excel Unit Price Work Form are totaled correctly.

17. Contractor shall use Primavera Contract Manager and Project Management during the execution of the contract. Mr. Hornkohl advised this was no cost to Contractor.
18. All questions or requests for information must be submitted by Wednesday, November 16, 2011. No addenda will be issued after Wednesday, November 23, 2011.
19. Compile bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Monday, November 28, 2011 at 2:00 PM to be held within this same conference room.

Prepared by:

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Stormwater Services Division