



PRE-BID MEETING MINUTES
CONTRACT: SD-2012-02
PROJECT: UNIVERSITY DRIVE CULVERT REPLACEMENT

Date: June 7, 2012

Time: 2:00 PM

Location: City of Durham, Public Works Conference Room, Third Floor

Attendees: (see attached attendees list)

1. Attendees were asked to include their contact information on the meeting sign-in sheet. A meeting agenda (attached) was distributed to all attendees.
2. Contract information includes: Project Manual, appendices, construction Drawings, blank Excel unit price work form, Addendum No. 1 and, Requests for Information 1-3. Please see the project web page for all bidding information including future addenda and requests for information. <http://durhamnc.gov/ich/op/pwd/consproj/Pages/SD-2012-02.aspx>. A report on the subsurface exploration conducted for the design of the Project is included on the project web page. A list of the Project Manual holders is regularly updated and placed on the project web page.
3. Meeting minutes from the Pre-Bid Meeting held on March 26, 2012 may be found on the project web page.
4. The Project involves the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete installation of approximately 190-feet of a cast-in-place 10-foot by 5-foot reinforced concrete box culvert and approximately 160-feet of a double 5-foot by 5-foot pre-cast box culvert to convey stormwater around an existing building and underneath University Drive near the intersection of US 15/501 and University Drive.
5. The Project Site (2512/2514 University Drive, the Rockwood Building/Nana's Restaurant) is located on private property and within public right-of-way maintained by the North Carolina Department of Transportation (NCDOT). The City of Durham is constructing the Project. Scott Howell is the owner of the private properties.
6. The Engineer for the Project is HDR Engineering, Inc. of the Carolinas, Ken Trefzger, PE is the Engineer's project manager.
7. The City and the Engineer are finalizing the temporary construction easements for the project. The easements should be in place in time for the commencement of construction.
8. Construction limits, phasing, and pedestrian access are all important issues for the Project. All of the businesses at the Project Site will remain open during construction.
 - a. The Limits of Disturbance ("LOD," construction limits) are shown on the construction Drawings (see sheet C-03).
 - b. The Project shall be constructed in two (2) phases as depicted on the construction Drawings (see sheet C-02). Phase 1 involves most of the pre-cast culvert work. Phase 2 involves the cast-in-place culvert and tie-in work.
 - c. The Successful Bidder will be required to submit a Pedestrian Access Plan for approval to the Engineer and the City (see sheet G-02).
 - d. Final details of the construction limits, phasing, and pedestrian access shall be discussed at the Preconstruction Conference to be held with the Property Owner, tenants, Engineer, and the City.

9. Additional work of a similar nature and similar unit items (up to 50%) may be included in this Contract (see section C-700, paragraph 10.01.C of the Project Manual).
10. Dan Love with the Department of Equal Opportunity and Equity Assurance (EO/EA) will discuss concerns related to Small Disadvantaged Business Enterprise (SDBE) requirements for bidding.
 - a. Minority SDBE participation goal is 7%, women SDBE participation goal is 3%.
 - b. Bidders must be prequalified with EO/EA or the other entities recognized by EO/EA; completed forms shall be submitted by Friday, June 8, 2012.
 - c. A list of SDBE firms is included in the Project Manual. The list was created approximately three months ago. Please verify all SDBE Subcontractors are registered with EO/EA or an approved substitute. If there is any question concerning the status of a Subcontractor you may contact Dan Love at (919) 560-4180, ext. 17245.
 - d. The Successful Bidder will be required to submit additional information concerning Subcontractors.
 - e. 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://durhamnc.gov/ich/as/eoea/Documents/equal_prequal_app.pdf).
 - f. The E-101 form must be signed and submitted regardless of participation for Bids to be deemed responsive.
 - g. Firms that are not designated “minority” or “women” may be used to meet either goal. Firms cannot be split to meet both goals.
 - h. Bids which do not meet the participation goals must include documentation of a good faith effort.
 - i. HUB certified firms must also be certified with the City of Durham.
11. The Project currently involves 52 items. Beside each item number the standard reference is included. Out of the 52 items, 13 have Special Provisions (A through M). Special Provisions are found in section 01061 of the Project Manual. The Engineer will briefly review the Special Provisions.
 - a. Box culvert excavation.
 - i. Dewatering and temporary diversion plan must be approved by the Engineer.
 - ii. Trenching and shoring require NCDOT approval.
 - b. Inlet sediment control device.
 - c. Asphalt cement binder.
 - i. No price adjustment.
 - d. Pre-cast concrete double 5-foot by 5-foot box culvert.
 - e. Pre-cast concrete headwall and wingwalls.
 - f. Concrete structures – culvert.
 - g. Reinforcing steel – culvert.
 - h. Concrete structures – wingwalls.
 - i. Reinforcing steel – wingwalls.
 - j. Water service adjustments, including fittings.
 - k. Sewer service adjustments, including fittings.
 - l. Gas service adjustments, including fittings. SCANA will be running the temporary service.
 - m. Water filled barrier.
12. Discussed Addendum No. 1 and Requests for Information 1-3.
13. It is anticipated that a Notice to Proceed may be issued by August or September of 2012. SCANA will be relocating a natural gas line in University Drive between now and Phase 2. The Contractor shall be responsible for coordinating with SCANA during Phase 1. NCDOT will be installing a new traffic signal at the intersection of Hope Valley Road and West Cornwallis

- Road. A requirement of the Project is that this new signal must be installed by NCDOT prior to detouring traffic off of University Drive during Phase 2 (see sheet C-05).
14. Contract Times: 150-calendar days to Substantial Completion, 180-calendar days to Final Completion.
 15. A blank Excel unit price work form may be found on the project web site for inclusion in Bids. It is the Bidder's responsibility to ensure all items in the Unit Price Work Form are correct.
 16. Contractor shall use Primavera Contract Management and Project Management during the execution of the Contract.
 17. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to SSDprojects@durhamnc.gov notifying the City of your intent to bid on this project.
 18. Any errors or omissions discovered in the Project Manual or construction Drawings should be brought to the attention of the Engineer and the City in writing.
 19. All questions or requests for information must be submitted by 5:00 PM, Friday, June 8, 2012. No addenda will be issued after Monday, June 11, 2012.
 20. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Friday, June 15, 2012 at 2:00 PM to be held in this same conference room.
 21. Attendee questions.
 - a. Who is responsible for relocating the power pole shown on sheet C-02 Phasing and Demolition Plan? Also, there are a good many power lines on-site that may need to be held or temporarily relocated during construction, who is responsible for coordinating and performing this work? *Look for an RFI or Addendum on this subject Monday, June 11, 2012.*
 - b. Is there a requirement to be present at both Pre-Bid Meetings as stated in Section 00 21 15 – Instructions to Bidders, Paragraph 1.6.A? *Look for an RFI or Addendum on this subject Monday, June 11, 2012.*

Meeting minutes were prepared by Dana P. Hornkohl on June 11, 2012. Please provide comments and/or additions concerning these minutes by e-mail to Dana.Hornkohl@DurhamNC.gov by close of business, Wednesday, June 13, 2012.

**PRE-BID MEETING AGENDA****CONTRACT: SD-2012-02****PROJECT: UNIVERSITY DRIVE CULVERT REPLACEMENT**

Date: June 7, 2012

Time: 2:00 PM

Location: City of Durham, Public Works Conference Room, Third Floor

1. Please provide your contact information on the meeting sign-in sheet.
2. Contract information includes: Project Manual, appendices, construction Drawings, blank Excel unit price work form, Addendum No. 1 and, Requests for Information 1-3. Please see the project web page for all bidding information including future addenda and requests for information. <http://durhamnc.gov/ich/op/pwd/consproj/Pages/SD-2012-02.aspx>. A report on the subsurface exploration conducted for the design of the Project is included on the project web page. A list of the Project Manual holders is regularly updated and placed on the project web page.
3. Meeting minutes from the Pre-Bid Meeting held on March 26, 2012 may be found on the project web page.
4. The Project involves the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete installation of approximately 190-feet of a cast-in-place 10-foot by 5-foot reinforced concrete box culvert and approximately 160-feet of a double 5-foot by 5-foot pre-cast box culvert to convey stormwater around an existing building and underneath University Drive near the intersection of US 15/501 and University Drive.
5. The Project Site (2512/2514 University Drive, the Rockwood Building/Nana's Restaurant) is located on private property and within public right-of-way maintained by the North Carolina Department of Transportation (NCDOT). The City of Durham is constructing the Project. Scott Howell is the owner of the private properties.
6. The Engineer for the Project is HDR Engineering, Inc. of the Carolinas, Ken Trefzger, PE is the Engineer's project manager.
7. The City and the Engineer are finalizing the temporary construction easements for the project. The easements should be in place in time for the commencement of construction.
8. Construction limits, phasing, and pedestrian access are all important issues for the Project. All of the businesses at the Project Site will remain open during construction.
 - a. The Limits of Disturbance ("LOD," construction limits) are shown on the construction Drawings (see sheet C-03).
 - b. The Project shall be constructed in two (2) phases as depicted on the construction Drawings (see sheet C-02). Phase 1 involves most of the pre-cast culvert work. Phase 2 involves the cast-in-place culvert and tie-in work.
 - c. The Successful Bidder will be required to submit a Pedestrian Access Plan for approval to the Engineer and the City (see sheet G-02).
 - d. Final details of the construction limits, phasing, and pedestrian access shall be discussed at the Preconstruction Conference to be held with the Property Owner, tenants, Engineer, and the City.
9. Additional work of a similar nature and similar unit items (up to 50%) may be included in this Contract (see section C-700, paragraph 10.01.C of the Project Manual).

10. Dan Love with the Department of Equal Opportunity and Equity Assurance (EO/EA) will discuss concerns related to Small Disadvantaged Business Enterprise (SDBE) requirements for bidding.
 - a. Minority SDBE participation goal is 7%, women SDBE participation goal is 3%.
 - b. Bidders must be prequalified with EO/EA or the other entities recognized by EO/EA; completed forms shall be submitted by today, Thursday, June 7, 2012.
 - c. A list of SDBE firms is included in the Project Manual. The list was created approximately three months ago. Please verify all SDBE Subcontractors are registered with EO/EA or an approved substitute. If there is any question concerning the status of a Subcontractor you may contact Dan Love at (919) 560-4180, ext. 17245.
 - d. The Successful Bidder will be required to submit additional information concerning Subcontractors.
 - e. 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://durhamnc.gov/ich/as/eoea/Documents/equal_prequal_app.pdf).
 - f. The E-101 form must be signed and submitted regardless of participation for Bids to be deemed responsive.
 - g. Firms that are not designated “minority” or “women” may be used to meet either goal. Firms cannot be split to meet both goals.
 - h. Bids which do not meet the participation goals must include documentation of a good faith effort.
11. The Project currently involves 52 items. Beside each item number the standard reference is included. Out of the 52 items, 13 have Special Provisions (A through M). Special Provisions are found in section 01061 of the Project Manual. The Engineer will briefly review the Special Provisions.
 - a. Box culvert excavation.
 - i. Dewatering and temporary diversion plan must be approved by the Engineer.
 - ii. Trenching and shoring require NCDOT approval.
 - b. Inlet sediment control device.
 - c. Asphalt cement binder.
 - i. No price adjustment.
 - d. Pre-cast concrete double 5-foot by 5-foot box culvert.
 - e. Pre-cast concrete headwall and wingwalls.
 - f. Concrete structures – culvert.
 - g. Reinforcing steel – culvert.
 - h. Concrete structures – wingwalls.
 - i. Reinforcing steel – wingwalls.
 - j. Water service adjustments, including fittings.
 - k. Sewer service adjustments, including fittings.
 - l. Gas service adjustments, including fittings. SCANA will be running the temporary service.
 - m. Water filled barrier.
12. Discuss Addendum No. 1 and Requests for Information 1-3.
13. It is anticipated that a Notice to Proceed may be issued by August 2012. SCANA will be relocating a natural gas line in University Drive between now and Phase 2. The Contractor shall be responsible for coordinating with SCANA during Phase 1. NCDOT will be installing a new traffic signal at the intersection of Hope Valley Road and West Cornwallis Road. A requirement of the Project is that this new signal must be installed by NCDOT prior to detouring traffic off of University Drive during Phase 2 (see sheet C-05).
14. Contract Times: 150-calendar days to Substantial Completion, 180-calendar days to Final Completion.

15. A blank Excel unit price work form may be found on the project web site for inclusion in Bids. It is the Bidder's responsibility to ensure all items in the Unit Price Work Form are correct.
16. Contractor shall use Primavera Contract Management and Project Management during the execution of the Contract.
17. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to SSDprojects@durhamnc.gov notifying the City of your intent to bid on this project.
18. Any errors or omissions discovered in the Project Manual or construction Drawings should be brought to the attention of the Engineer and the City in writing.
19. All questions or requests for information must be submitted by 5:00 PM, Friday, June 8, 2012. No addenda will be issued after Monday, June 11, 2012.
20. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Friday, June 15, 2012 at 2:00 PM to be held in this same conference room.
21. Attendee questions.