



PRE-BID CONFERENCE MINUTES

CONTRACT: SD-2018-10

PROJECT: CARPENTER FLETCHER ROAD CULVERT STABILIZATION

Date: May 31, 2018
Time: 3:00 PM
Location: City of Durham, Public Works Conference Room 3B, Third Floor
Attendees: Attendance Sheet Attached

1. All attendees were asked to include their contact information on the conference attendee sheet. Minutes of the conference will be distributed to all attendees via e-mail and posted on the Project web page.
2. Contract information includes: Project Manual with appendices and a blank Excel Unit Price Work form. Please see the Project web page (<http://durhamnc.gov/3669>) for all bidding information including future addenda and requests for information. A list of the Project Manual holders is regularly updated and placed on the Project web page.
3. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to Dana.Hornkohl@DurhamNC.gov notifying the City of your intent to bid on this project.
4. The project includes the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete stabilization of the Carpenter Fletcher Road culvert by means of void filling and soil stabilization using a high density polyurethane system.
5. 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).
6. The City of Durham is the Engineer and Owner of the Project.
7. Shanika Baughman with the Department of Equal Opportunity and Equity Assurance (EO/EA), (919) 560-4180, ext. 17244, Shanika.Baughman@DurhamNC.gov, will explain the Equal Business Opportunity Program (EBOP) requirements for bidding (see section 00 21 15, paragraph 1.13.A of the Project Manual).
 - a. Underutilized Business Enterprise (UBE) Goals: Minority UBE 0%, Women UBE 0%, see Appendix A of the Project Manual.
 - b. The Employee Breakdown form is the only EBOP procurement form required to be submitted with a Bid, see Appendix B of the Project Manual.
8. All bidders are required to submit a record of their safety qualifications (see Appendix I of the Project Manual). Please complete the form in its entirety and provide additional information as directed on the form. Failure to provide all of the required information may result in a bid being deemed non-responsive.
9. Pay close attention to the Insurance Requirements (see section 00 52 15, paragraph 1.10.H of the Project Manual). Insurance costs are incidental to the work.
10. 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.
11. There is one Project Site identified that is primarily located within the City rights-of-way with some work occurring on adjacent private property.
 - a. 1413 Carpenter Fletcher Road, <https://goo.gl/A9WzDa>, Triple 60-inch, Corrugated Metal Pipe (CMP)
 - b. Review site photos and Unit Price Work Items.
12. The City is securing rights-of-entry to perform the work on private property. The rights-of-entry will be in place in time for the commencement of construction.
13. It is anticipated that a Notice to Proceed will be issued in June 2018.

14. Contract Times: 30-calendar days to Final Completion.
15. Contractor shall use the City's contract managing program, PDRx, during the execution of the Contract. This software is web based and administered by the City.
16. Any errors or omissions discovered in the Project Manual should be brought to the attention of the Engineer and the City in writing.
17. All questions or requests for information must be submitted by 5:00 PM, Monday, June 4, 2018.
18. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Tuesday, June 5, 2018 at 3:00 PM to be held in conference room 3B.
19. Dana Hornkohl will serve as the project manager. His phone number is (919) 560-4326, ext. 30246 and e-mail is Dana.Hornkohl@DurhamNC.gov.
20. Attendee Questions/Discussions.
 - a. How much polyurethane material is included in the Unit Price Work Item No. 2?
 - i. In the Pre-Bid Conference, City staff stated that the amount of polyurethane material included in item no. 2 was to be determined by the Bidder. This is incorrect. The amount is stated in section 30 12 00, paragraph 1.2.F.3 as 10,000-pounds. However, this is also incorrect. The amount of polyurethane material included in Unit Price Work Item No. 2 is 1,000-pounds. The error will be corrected in Addendum No. 1.
 - ii. To clarify, 1,000-pounds of polyurethane material is included in item no. 2. If additional polyurethane material is needed, it will be paid for using item no. 5, up to 200-pounds.
 - b. Where are the requirements for Unit Price Work Items No. 3 and No. 4?
 - i. Surface Concrete Repair (Item No. 3): Section 30 12 00, paragraphs 1.2.D and 3.2.
 - ii. Culvert Headwall Repair (Item No. 4): Section 30 12 00, paragraph 1.2.E.
 - c. Traffic control is incidental to Unit Price Work Item No. 1, see section 00 21 15, paragraph 1.14.F.
 - d. Time restrictions for performing Work are 8:00 am to 4:30 pm, Monday through Friday, see section 01 10 00, paragraph 1.4.C. The Contractor may request alternative hours with a justification for approval by the Owner.
 - e. Carpenter Fletcher Road is a roadway maintained by the City of Durham, not a roadway maintained by the North Carolina Department of Transportation (NCDOT).

DPH

These minutes were prepared by Dana Hornkohl on June 1, 2018. Please provide comments and/or additions concerning these minutes by e-mail to Dana.Hornkohl@DurhamNC.gov by the close of business June 4, 2018.

Pre-Bid Conference Attendance Sheet
City of Durham, Public Works Department
SD-2018-10: Carp. Flet. Rd. Culvert Stabilization
05/31/2018, 3:00 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	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				
GREG SMITH	"	" EXT. 30255	GREG.SMITH "				
Yi Wang	City of Durham	ext. 30244	Yi.Wang@DurhamNC.gov				
Henry Lanier	Lanier Construction Co	252-286-6734	Henry@LanierConstruction.com	✓			
MAXINE BLADES	UMA	803-509-4439	mblades@team-uma.com				
Eric Miller	City of Durham	919-560-4180	Eric.Miller@DurhamNC.gov				
Shanika Baughman	City of Durham	919-560-4180	Shanika.baughman@durhamnc.gov				