

CITY OF DURHAM, NORTH CAROLINA

**PRE-SUBMITTAL MEETING MINUTES
for
NEW HOPE CREEK & LITTLE CREEK WATERSHED IMPROVEMENT PLAN
SP-2010-01**

**November 29, 2018, 1:00 PM
City of Durham, Ground Floor Conference Room**

1. City staff in attendance introduced themselves.
2. All other attendees were asked to include their contact information on the meeting attendee sheet.
3. Contract information includes: Request for Qualifications, Scope of Work, Evaluation Criteria, Contract Documents, and Technical Specifications. Please see the Project web page (<http://durhamnc.gov/3766>) for all information including future addenda and requests for information. A list of the RFQ holders is regularly updated and placed on the Project web page.
4. Send an email to Lance.Fontaine@DurhamNC.gov to receive notification of web page updates.
5. This project involves professional services for the development of a watershed improvement plan for the New Hope Creek & Little Creek Watersheds in Durham.
6. Questions pertaining to the Equal Opportunity/Equity Assurance (EOEA) requirements and paperwork should be directed to:
Eric Miller, Senior Equity Assurance Specialist
919-560-4180 ext. 17241 | Eric.Miller@durhamnc.gov
7. Submittal deadline is Tuesday, December 18, 2018 at 12:00 PM.
8. Attendee Questions/Discussions:
 - a. Will any of the tasks in the scope of work be completed on a city-wide basis and outside of the New Hope Creek & Little Creek watersheds?
Yes. As described in Section 40. Scope of Work of the Request for Qualifications, several tasks will be for other areas of the City that are outside of the New Hope Creek & Little Creek watersheds.
 - b. What services is the City going to provide?
The project scope of work, types of services, and expectations of the contractor are described in Section 40. Scope of Work of the Request for Qualifications.



- c. Does the City have existing data for the pesticide and herbicide evaluation or will the consultant be expected to collect data as part of that task?

Sample collection and laboratory analysis of pesticides and herbicides is not in the scope of this contract. Available data for pesticide and herbicide evaluation is located on USGS servers at the following link:

https://nwis.waterdata.usgs.gov/nc/nwis/qwdata/?site_no=0209722970&agency_cd=USGS

- d. Are there existing reports about previous Microbial Source Tracking studies in Durham?

A report with results from the previous bacterial source tracking from Northeast Creek, located in Durham, can be found at the link:

https://files.nc.gov/ncdeq/Water%20Quality/Planning/TMDL/Special%20Studies/Bacteria/Draft_Final_Piedmont-Coastal-BST_V14.pdf

- e. What method of Microbial Source Tracking methodology does the City expect to use?

The City expects to use a DNA Fingerprinting method of Microbial Source Tracking for this contract.

These meeting minutes were prepared by Lance P. Fontaine on November 30, 2018. Please provide comments and/or additions concerning these minutes by email to Lance.Fontaine@DurhamNC.gov by close of business, Tuesday, December 4, 2018.