



**PRE-BID MEETING MINUTES**

**CONTRACT: SD-2019-06**

**PROJECT: Municipal Separate Storm Sewer System (MS4) Inspections**

Date: July 9, 2019

Time: 1:00 PM

Location: City of Durham, Public Works Conference Room 3B, Third Floor

1. Please add your contact information to the meeting sign-in sheet.
2. Contract information includes: Project Manual, appendices, and a blank Excel unit price work form. Please see the project web page for all bidding information including future addenda and requests for information, <http://durhamnc.gov/3835>. A list of the Project Manual holders is regularly updated and placed on the project web page.
3. The Project includes the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete inspection of portions of the MS4 for site locations throughout the City of Durham. Inspections of the MS4 will include location and verification of system components, inspections to locate possible illicit discharges into the system, and general inspections of system components to document condition.
4. Project Sites: It is anticipated that the Work will take place primarily within public rights-of-way maintained by the City of Durham, on City owned property, and on private property where a right-of-entry has been obtained. The Sites will be identified by the Engineer during the Contract.
5. The City of Durham is the Engineer and Owner of the Project.
6. The City is responsible for obtaining all rights-of-entry for access to private property needed to complete the Work.
7. Erosion control or traffic control are considered incidental. The cost for these items should be included in the overall cost of the Project.
8. 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).
9. Staff with the Equity & Inclusion Department (formerly EO/EA) will discuss concerns related to Underutilized Business Enterprise (UBE) requirements for bidding.
  - a. There is no minority UBE participation goal and no women UBE participation goal for this project.
  - b. Procurement forms must be signed and submitted regardless of UBE participation for Bids to be deemed responsive.
  - c. If there are any questions concerning UBE requirements you may contact Shanika Baughman at (919) 560-4180, ext. 17244.
10. This is a service contract. Bidder qualifications will be evaluated. Past performance, response time, staff experience, and operational proximity will be some of the criteria used to evaluate bidders.
11. Inspections shall meet National Association of Sewer Service Companies (NASSCO) Pipeline Assessment & Certification Program (PACP) and Manhole Assessment & Certification Program (MACP) standards.

12. It is anticipated that a Notice to Proceed may be issued by September 2019.
13. Contract Times: 730-calendar days to Substantial Completion, 760-calendar days to Final Completion.
14. 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.
15. Contractor shall use the City's web based contract management software (PDRx) during the execution of the Contract to track quantities.
16. All bidders are required to submit a record of their safety qualifications (see Appendix I). Please complete the forms in their entirety and provide additional information as directed on the forms. Failure to provide all of the required information may result in a bid being deemed non-responsive.
17. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to [allison.molleson@durhamnc.gov](mailto:allison.molleson@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, July 19, 2019. No addenda will be issued after Monday, July 22, 2019.
20. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the deadline on Wednesday, July 24, 2019 at 1:00 PM.
  - a. Bid Form
  - b. UBE Procurement Forms
  - c. Non-Collusion Affidavit of Bidder
  - d. Bid Security
  - e. List of Contractor Equipment and Personnel
  - f. Contract Safety Record Information
  - g. Operator Credentials
  - h. Waste Disposal Plan
21. As stated, the City may choose to award a second, identical contract. This contract would not be awarded to the same contractor as the first. Either contract can be used until the contract is complete.
  - a. If a contractor routinely requests extensions, we will terminate the contract.
  - b. We are also expecting double the work as usual. Our workload has increased while our internal video crew cannot meet current expectation.
22. Line Items
  - a. Traffic Control, Water Use, Disposal/Waste all incidental.
  - b. Standard Items
    - i. Submit a schedule within 5 business days. The schedule should be specific with an expected start date and an expected time frame.
    - ii. Mobilization should be within 28 calendar days of identification.
  - c. Quick Response Items
    - i. Submit a schedule within 2 business days (without prompting by engineer). The schedule should be specific with an expected start date and an expected time frame.
    - ii. Mobilization should occur within 7 calendar days of identification.
23. Continuous Work

- a. Work must be performed continuously on weekdays until completion of the sites requested.
  - b. Daily deliverables are due by the end of the workday following the work (meaning deliverable for work completed Monday should be received by 5 PM Tuesday).
24. Attendee questions.

These minutes were prepared by Allison Molleson on July 10, 2019. Please provide comments and/or additions concerning these minutes by email to [Allison.Molleson@DurhamNC.gov](mailto:Allison.Molleson@DurhamNC.gov) by the close of business July 15, 2019.

**Pre-Bid Conference Attendance Sheet**  
**City of Durham, Public Works Department**  
**SD-2019-06: Municipal Separate Storm Sewer System (MS4) Inspection**  
**07/09/2019, 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:			
Name	Company	Phone	Email	MUBE	WUBE	Does this project interest you as a Prime or a Sub? (check one)	
						Prime	Sub
Allison Molleson	City of Durham	919-560-4326 ext. 30389	Allison.molleson@DurhamNC.gov	NA	NA	NA	NA
CREG SMITH	CITY OF DURHAM	" X 30255	CREG. SMITH "	—	—	—	—
Sidney Anderson	COE / EI	919. 560 4140 X17245	Sidney Anderson "	"	←	←	←