



## PRE-BID CONFERENCE MINUTES

**CONTRACT: SD-2020-02**

**PROJECT: STORMWATER INFRASTRUCTURE REPAIRS**

Date: August 29, 2019  
Time: 2:30 PM  
Location: City of Durham, Public Works Conference Room 3B, Third Floor  
Attendees: See attached attendance sheet.

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, construction drawings (two Project Sites), minutes of the previous Pre-Bid Conference, a blank Excel Unit Price Work form, and Addendum No. 1. Please see the Project web page (<http://durhamnc.gov/3891>) 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](mailto:Dana.Hornkohl@DurhamNC.gov) notifying the City of your intent to bid on this project.
4. The project involves the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete installation of repairs, rehabilitation, and improvements of stormwater drainage systems at various site locations throughout the City of Durham.
5. The City initially solicited bids for this project through the Small Local Business Enterprise (SLBE) program. There was not sufficient interest in the project from the SLBE firms to open bids. The City is now soliciting bids from all interested parties for this project.
6. 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).
7. The City of Durham is the Owner of the Project. AECOM will serve as Engineer. On-site construction administration may be provided by one of AECOM's subconsultants.
8. Sidney Anderson with the Equity & Inclusion Department, (919) 560-4180, ext. 17245, [Sidney.Anderson@DurhamNC.gov](mailto:Sidney.Anderson@DurhamNC.gov), explained the Equal Business Opportunity Program requirements for bidding (see section 00 21 15, paragraph 1.13.A of the Project Manual). Underutilized Business Enterprise (UBE) goals, required forms, and the good faith efforts were discussed.
9. 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.
10. 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.
11. 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.
12. There are two identified Project Sites that are located entirely within City-owned property.
  - a. Durham Area Transit Authority (DATA) Wet Pond Repairs, design engineer is Stewart
  - b. Fay Street Bioretention Facility, design engineer is Kimley-Horn
13. Discussion of Unit Price Work items.
  - a. The Unit Price Work form is divided into two sections, one for each Project Site.

14. No rights-of-entry or easements are needed to perform the Work.
15. It is anticipated that a Notice to Proceed will be issued in October 2019.
16. Contract Times: 334-calendar days to Substantial Completion with an additional 31-calendar days to Final Completion. The DATA Wet Pond Repairs shall be performed first and as soon after Notice to Proceed as is possible.
17. 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. There is no charge to the Contractor and training will be provided.
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, Wednesday, September 11, 2019. No addenda will be issued after Thursday, September 12, 2019.
20. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Tuesday, September 17, 2019 at 2:30 PM to be held in the third floor conference room 3B.
21. 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](mailto:Dana.Hornkohl@DurhamNC.gov).
22. Attendee Questions/Discussions from previous Pre-Bid Conference (listed below).
  - a. Construction Surveying is included in the Unit Price Work items (items no. 2 and no. 2.01 in the Unit Price Work Form).
  - b. Grading and earthwork associated with the Fay Street Bioretention Facility project is a lump sum Unit Price Work item described in the Technical Specifications (section 3.0) and Drawings (sheet 03).
  - c. Fay Street Bioretention Facility, Unit Price Work item 6.02, Permanent Sodding, is shown with a quantity of 4.5 and units of MSF. 4.5 MSF is equal to 4,500-feet<sup>2</sup>. The specification for Permanent Sodding is found on sheet 09.
  - d. Sidney Anderson confirmed that Elite Cut & Mulch Lawn care Services, LLC is a certified HUB firm.
  - e. Required UBE subcontractor forms shall be submitted by the Contractor as part of their Bid package.
23. Attendee Questions/Discussions from current attendees (listed below).
  - a. There was a question seeking to clarify the base bid and alternate items shown on sheet C5.10 of the DATA Maintenance Facility – Wet Pond Repair Drawings. During the meeting, Dana Hornkohl indicated that all the base bid items were included and that bid alternate2 was included. That is incorrect. This error is corrected in Addendum No. 1 which will be issued on August 30, 2019.

*DPH*

These meeting minutes were prepared by Dana Hornkohl on Friday, August 30, 2019. Please send any comments, errors, or omissions to [Dana.Hornkohl@DurhamNC.gov](mailto:Dana.Hornkohl@DurhamNC.gov) by close of business, Monday, September 9, 2019.

**Pre-Bid Conference Attendance Sheet  
City of Durham, Public Works Department  
SD-2020-02: Stormwater Infrastructure Repairs  
08/29/2019, 2:30 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				
Sidney Andersen	" EQUITY & Inclusion"	919. 560. 4480 X17245	Sidney Andersen"				
Megan Walsh	COD Public Works	X30220	megan.walsh@durhamnc.gov				
Alex Johnson	COD. Gen Sucs.	X21275	alexander.johnson . . . .				
Patrick Walker	Carolina Environmental Contracting	336 500 1316	j.pod@carolinaenvironmentalcontracting.com				
Dylan Hodges	Hine Sitework	414-736-8990	clayne@hinesitework.com				
SUJIT EKKA	AECOM	919-461-1389	SUJIT.EKKA@AECOM.com				
John Paces-Wiles	Geo. Sucs.	919-560-4197	john.paces-wiles@durhamnc.gov				
Jordan Whitley	Browne Construction	919-373-5283	jordan.whitley@brownecon.com				
Guy Merriman	Vortex	9196721981	gmerriman@vortexdrainage.com				