



PRE-BID CONFERENCE MINUTES

CONTRACTS: SD-2020-03 & SD-2020-04

PROJECT: BUCKINGHAM ROAD & ALPINE ROAD CULVERT REPLACEMENTS

Date: January 6, 2020
Time: 1:30 PM
Location: City of Durham, Public Works Conference Room 3B, Third Floor
Attendees: See attached attendance sheet

1. This pre-Bid Conference is for two similar contracts that will be awarded separately.
 - a. Buckingham Road Culvert Replacement (SD-2020-03)
 - b. Alpine Road Culvert Replacement (SD-2020-04)
2. All attendees were asked to include their contact information on the conference attendee sheet (attached). Minutes of the conference will be distributed to all attendees via e-mail and posted on the Project web pages.
3. Contract information includes: Project Manual with appendices, construction drawings, a blank Excel Unit Price Work form, and technical data including a geotechnical report. Please see the Project web pages 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 pages.
 - a. SD-2020-03: <https://durhamnc.gov/3909>
 - b. SD-2020-04: <https://durhamnc.gov/3960>
4. The Project Manuals for these contracts are similar, but not identical. Specifically, the Project Special Provisions (section 30 11 00) for each contract differ.
5. 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.
6. The projects involves the following:
 - a. SD-2020-03: The project involves the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete replacement storm drainage culvert where Buckingham Road intersects Tributary C of Third Fork Creek.
 - b. SD-2020-04: The project involves the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete replacement of the existing storm drainage culvert where Alpine Road intersects Tributary C of Third Fork Creek.
7. Additional work of a similar nature and similar unit items (up to 50%) may be included in each Contract (see section C-700, paragraph 10.01.C of the Project Manual).
8. The City of Durham is the Owner of the Project.
 - a. SD-2020-03: The design engineer for this project is The John R. McAdams Company, Inc. McAdams will serve as the Engineer for this construction contract and will provide on-site construction administration in conjunction with City staff.
 - b. SD-2020-04: The design engineer for this project is Horvath Associates, PA. Horvath will serve as the Engineer for this construction contract and will provide on-site construction administration in conjunction with City staff.
9. Sidney Anderson with the Equity & Inclusion Department, (919) 560-4180, ext. 17245, Sidney.Anderson@DurhamNC.gov, explained the Equal Business Opportunity Program (EBOP) 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.
- a. The Minority UBE participation goal is 11%. The Women UBE participation goal is 7%.
 - b. Two EBOP forms are required with each bid submission, the E-101 (UBE Participation on Base Bid) and E-104 (Employee Breakdown).
 - c. Appendix B of each Project Manual includes the blank required EBOP forms.
 - d. Appendix D of each Project Manual includes the HUB Listing.
 - e. The Equity & Inclusion Department will verify UBE/HUB certification for any firm. Contact Sidney Anderson using the contact information above.
10. 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.
 11. 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.
 12. 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.
 13. The Real Estate Division of the General Services Department is currently acquiring the additional right-of-way and temporary construction easements for these projects.
 14. It is anticipated that a Notice to Proceed will be issued in March or April of 2020.
 15. Contract Times for Each Contract: 151-calendar days to Substantial Completion with an additional 31-calendar days to Final Completion.
 - a. Note: The Invitation to Bid for the Buckingham Road project indicates that a total of 365-calendar days will be provided. This is an error and will be corrected in an addendum to be issued soon.
 16. 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.
 17. Any errors or omissions discovered in the Project Manuals or construction Drawings should be brought to the attention of the Engineer and the City in writing.
 18. All questions or requests for information must be submitted by 5:00 PM, Wednesday, January 15, 2020. No addenda will be issued after Thursday, January 16, 2020.
 19. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Wednesday, January 22, 2020 at 1:30 PM to be held in the third floor conference room 3A. The Bid Opening may be extended if there is a significant addendum issued.
 20. 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.
 21. Attendee Questions/Discussions including Unit Price Work items.
 - a. The Unit Price Work Forms for the contracts are similar, but not identical.
 - b. The existing culvert at the Buckingham Road Project Site partially washed out as the result of an intense storm event related to Hurricane Florence. The remainder of the existing culvert has been removed and the site has been stabilized in advance of the new culvert contract. The existing culvert at the Alpine Road Project Site will be removed as part of the Work.
 - c. Who will handle inspections for each contract?
 - i. The City's Resident Project Representative will be on-site daily inspecting the work. The Engineer or their representative will be on-site periodically to inspect and approve work at certain milestones required in the Project Manual.
 - ii. The Engineering Inspections Group within the Public Works Department will also be periodically inspecting roadway, sidewalk, and driveway construction (<https://durhamnc.gov/667/Engineering-Inspections>).

- d. Will traffic control signs be required on both sides of the Buckingham Road as indicated in traffic control details?
 - i. No, traffic control signs are only required on the right side of Buckingham Road due to the nature of the Project Site.
- e. There was a general discussion of the existing utilities located on-site for each contract. The design engineer for each contract has coordinated preliminarily with the utility companies found at each Project Site. See sheet C-1 for existing conditions at Buckingham Road. See sheet C001 for existing conditions at Alpine Road. Each contract includes a Utility Line/Pole Relocation and Coordination Allowance (section 30 11 00, paragraph 1.3).
- f. The “Jumper Line” labeled on sheet C-5 of the Buckingham Road project is intended to maintain an existing water line service connection as needed to facilitate construction.
- g. There was a discussion of the existing concrete driveway at 2431 Alpine Road on the Alpine Road project. There has been a discussion of a relocation of the driveway with the property owner. An addendum will be issued shortly indicating the new driveway location and including additional quantities for the applicable Unit Price Work items.
- h. Clarification was sought on detail C-1 on sheet C302 of the Alpine Road project. Clarification will be provided in an addendum to be issued shortly.
- i. Construction Surveying and As-Built Survey is included in the Unit Price Work items for each contract (items no. B57 and A52 in the Unit Price Work Forms for each contract). The Project Special Provisions (section 30 11 00, paragraph 1.4) detail the requirements for this item.
- j. Available flow data for Tributary C of Third Fork Creek at each Project Site will be posted on the project web pages.
- k. There was a general discussion of stream base flow bypass requirements for each Project Site.
- l. Pre-bid conference minutes and a list of attendees will be posted to both Project web pages.
- m. Will the City accept a Bid proposing to deliver a cast-in-place culvert in lieu of a pre-cast culvert at each Project Site?
 - i. Yes, the City will accept such a Bid with the requirement that each Project shall be delivered within the stipulated Contract Times.
- n. The budget range for the Buckingham Road project is \$850,000 to \$900,000. The budget range for the Alpine Road Project is \$450,000 to \$500,000.

These meeting minutes were prepared by Dana Hornkohl on Wednesday, January 8, 2020. Please send any comments, errors, or omissions to Dana.Hornkohl@DurhamNC.gov by close of business, Friday, January 10, 2020.

Pre-Bid Conference Attendance Sheet
City of Durham, Public Works Department
SD-2020-03: Buckingham Road Culvert Replacement
SD-2020-04: Alpine Road Culvert Replacement
01/06/2020, 1:30 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@durham.nc.gov	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidney Amersbach	COD	(919) 540-4140 X17245	Sidney.Amersbach@durham.nc.gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GREG SMITH	COD	X30255	GREG.SMITH "	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANTWON WILLIAMS	COD	X30254	antwon.williams@durham.nc.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATT JONES	HORVATH	919-490-4990	MATT.JONES@HORVATHASSOCIATES.COM	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donnie Phillips	Wright Traffic	864-991-1000	Donnie@wdwright.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Naron	Naron Contracting	719 803-8341	estimating@naroncontracting.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniel McElwey	Fred Smith Company	919-612-2107	Daniel.McElwey@fredsmithcompany.net	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHRIS STANLEY	McAdams	919-287-0767	cstanley@mcadamsco.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Austin Sullivan	Sullivan Eastern Inc	919 484 8993	JSULLIVAN@SULLIVANEASTERN.COM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Name	Company	Phone	Email	MUBE	WUBE	Does this project interest you as a Prime or a Sub? (check one)	
						Prime	Sub
Matt Wiggins	Hine Sitework, Inc	919-736-8990	matte@hinesitework.com Elayne@hinesitework.com		✓	✓	
BJ Lanier	Lanier Construction	252-286-6739	bj@lanierconstruction.com	✓		✓	
BEN CLEMM	MOFFAT PIPE	919-295-4630	bids@moffatpipe.com		✓	✓	
Brenton Hafener	Tarheel Concrete	(910) 293-6888	Tarheelconcrete@yahoo.com			✓	
DEVIN KEENAN	BRUCE ALLEN CONSTRUCTION	(304) 651-5799	devin@bruceallenc.com			✓	
JOE SCHIAVONE	SS CIVIL CONSTRUCTORS LLC	(919) 201-2134	jschiavone@sscivil.com			✓	
John Henner	Hannah Utilitaria	919 7303636	jjenner@AOL.com			✓	
PHIL BRACEWELL	MT CREEK CONTRACTORS	(828) 612-0291	PBRACEWELL@MTCREEKINC.COM			✓	
WES BROWN	Browne Construction	919-415-1616	wes.brown@brownecon.com		✓	✓	
Jordan Whitley	Browne Construction	919-373-5283	jordan.whitley@brownecon.com		✓	✓	