



PRE-BID CONFERENCE AGENDA

CONTRACTS: SD-2021-01

PROJECT: BRADFORD CIRCLE DRAINAGE IMPROVEMENTS

Date: December 15, 2020
Time: 2:30 PM
Location: Virtual meeting via Zoom

1. This pre-Bid Conference is for:
 - a. Bradford Circle Drainage Improvements (SD-2021-01)
2. Sign-in to the meeting will serve as the attendance sheet. Meeting will be recorded.
3. Minutes of the conference will be distributed to all attendees via e-mail and posted on the Project web page.
4. 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-2021-01: <https://durhamnc.gov/4264>
5. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to antwon.williams@DurhamNC.gov notifying the City of your intent to bid on this project.
6. Additional work of a similar nature and similar unit items (up to 50%) may be included in the Contract (see section C-700, paragraph 10.01.C of the Project Manual).
7. The City of Durham is the Owner of the Project.
 - a. SD-2021-01: The design engineer for this project is Rummel, Klepper & Kahl, LLP. (RK&K). RK&K will serve as the Engineer for this construction contract and will provide on-site construction administration in conjunction with City staff.
8. The project involves the following:
 - a. SD-2021-01: 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 the stormwater drainage system along the Bradford Circle right-of-way and adjacent properties as well as replacing the existing gravel street with asphalt pavement and pervious concrete pavement.
 - i. Project overview/elements of work:
 1. Job to repair existing/replace storm drain system that has been causing flooding.
 2. Not expecting to impact to existing water main in Bradford Circle.
 3. Duke power has been coordinated to work around line. Gas lines assumed to be located at rear of lots.
 4. Project under an acre. EROS permit is not required. Project still should adhere to NCDEQ EROS standards.
 5. Project outfalls to a jurisdictional stream. Outfall area to stream must be protected.
 6. Important to ensure access to properties is maintained. See phasing plan for details. Plan is not prescriptive but a way to accommodate residents.
 7. Pay close attention to special provisions specifications for construction of concrete pavement. See sheet C800 for pavement install details. See sheet C401 for other installation notes.

8. Take caution to prevent siltation when constructing the pervious concrete.
9. Installation references DDOT specification.
 - b. Contractor requirements for installation of pervious concrete pavement.
 - i. Be sure to complete the project information sheet and submit with Bid.
9. Eric Miller with the Equity & Inclusion Department, (919) 560-4180, ext. 17241, (919) 384-5271 eric.miller@DurhamNC.gov, will explain 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 will be discussed.
 - a. Goals: MUBE = 11%, WUBE = 7%
 - b. Expectation is to meet each goal independently.
 - c. E&I office provides a list of UBE firms but firms certified by HUB, NCDOT DBE program, or AA certified can be used.
 - d. Ensure to include form E101 and E104 with bid.
 - e. If awarded the contract and goals are not met, documentation of a good faith effort will be required.
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 has acquired the permanent and temporary construction easements for these project.
14. It is anticipated that a Notice to Proceed will be issued in March of 2021.
15. Contract Times for the Contract: 90-calendar days to Substantial Completion with an additional 30-calendar days to Final Completion. Total of 120-calendar days.
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, Tuesday, January 5, 2021. No addenda will be issued after Wednesday, January 6, 2021.
19. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Tuesday, January 12, 2020 at 2:30 PM to be held in the PWOC training room located at 1100 MLK Jr. Pkwy. The Bid Opening may be extended if there is a significant addendum issued.
20. Submission of Bids: Due to the current and ongoing health concerns, Electronic Bids will be accepted. The Bid should consist of a single PDF document containing all required bid forms and documentation. An email including the Electronic Bid shall be titled "BID ENCLOSED- BRADFORD CIRCLE DRAINAGE IMPROVEMENTS PROJECT" and be emailed to Antwon.williams@durhamnc.gov prior to the time listed in the Agreement and Invitation to Bid. Only emails sent and time stamped prior to the bid opening will be considered valid bids. Electronic Bid PDFs shall be password protected and emails shall include a contact number and email of the representative that will be available during the bid opening. The individual will be called and asked during the meeting to provide the password. Failure to provide the password during the bid opening may result in the bid opening being declared unacceptable. If the Bidder chooses delivery via email, neither the City of Durham or the Engineer assumes responsibility for ensuring delivery and receipt prior to Bid Opening.
21. Antwon Williams will serve as the project manager. Contact phone number is (919) 560-4326, ext. 30254 and e-mail is antwon.williams@DurhamNC.gov.

22. Attendee Questions/Discussions:

- a. Will there be a drop box to drop off bids?
 - i. There will not be a drop box. A representative will be onsite to accept bids.
- b. Who is responsible for testing?
 - i. The contractor is responsible for coordinating all required testing. Testing will be paid using an allowance.
- c. Will cad file be provided to the awarded contractor for layout survey.
 - i. A cad file will be provided for surveying and layout. Contractor will also be responsible for an as-built survey as well.

These meeting minutes were prepared by Antwon Williams on Monday, December 21, 2020. Please send any comments, errors, or omissions to antwon.williams@durhamnc.gov by close of business, Wednesday, December 23, 2020.

Pre-Bid Conference Attendance Sheet
City of Durham, Public Works Department
SD-2021-01: Bradford Circle Drainage Improvements
12/15/2020, 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:			
				MUBE	WUBE	Does this project interest you as a Prime or a Sub? (check one)	
Name	Company	Phone	Email			Prime	Sub
Antwon Williams	City of Durham		Antwon.williams@durhamnc.gov				
Dana Hornkohl	City of Durham		dana.hornkohl@durhamnc.gov				
Eric Miller	City of Durham		eric.miller@durhamnc.gov				
Doug Keller	RK&K		dkeller@rkk.com				
Christine Goins	RK&K		cgoins@rkk.com				
Anthony Biagini	Roadworks Construction		abiagini@roadworksconstruction.com				
Zach Robertson	Axis Utility Inc.		zrobertson@axisutility.com				
H.R. Bourland II	Cable Enterprises, LLC		hrbourland@triad.rr.com				
Jeremy Ricks	Carolina Civilworks Inc.		jricks@carolinacivilworks.com				
Bruce Hollis	White Oak Construction Corp.		bhollis@whiteoakcorp.com				

Pre-Bid Conference Attendance Sheet
City of Durham, Public Works Department
SD-2021-01: Bradford Circle Drainage Improvements
12/15/2020, 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:			
				MUBE	WUBE	Does this project interest you as a Prime or a Sub? (check one)	
Name	Company	Phone	Email			Prime	Sub
Greg Merriman	Vortex Drainage Systems		gmerriman@vortexdrainage.com				
Victoria Guzman			vguzman@jscivil.com				
Jamie Pope			jamiepoppe815@gmail.com				
Brad Keeley	Moffat Pipe		bkeeley@moffatpipe.com				