



## PRE-BID CONFERENCE MINUTES

**CONTRACT: EWP-2021-01**

**PROJECT: Emergency Watershed Protection (EWP) Stream Bank Stabilization**

Date: January 28, 2021

Time: 1:30 PM

Location: Virtual Zoom Meeting

<https://zoom.us/j/93785770781?pwd=R0ZwVjRFL2ZVMWdRZE5ZWVF4YWlqUT09>

Attendees: See attached sheet.

1. This pre-Bid Conference is for the Emergency Watershed Protection Stream Bank Stabilization (EWP-2021-01) project.
2. This virtual meeting will be recorded. Please type your name in the chat window as a record of your attendance, please indicate if you are a prime contractor, subcontractor, and a minority or woman owned Underutilized Business Enterprise (UBE). Minutes of the conference will be distributed to all attendees via email and posted on the Project web page.
3. Contract information includes: Project Manual with appendices, construction Drawings, and a blank Excel Unit Price Work form. 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 page.
  - a. <https://durhamnc.gov/4390>
4. In order to receive email notification of any addenda or clarifications, send an email to [Dana.Hornkohl@DurhamNC.gov](mailto:Dana.Hornkohl@DurhamNC.gov) notifying the City of your intent to bid on this project.
5. The project involves the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete stabilization of stream banks in four locations (stream lengths and locations listed below) within the City of Durham. The stream bank stabilizations are being performed as part of Emergency Watershed Protection (EWP) and Watershed Restoration Project (WRP) grants.
  - a. DSR No. 37-07-18-5038-057, South Ellerbe Creek, Glendale Avenue, ~350 LF
  - b. DSR No. 37-07-18-5038-160, Ellerbe and South Ellerbe Creeks, Higbee Street, ~325 LF
  - c. DSR No. 37-07-18-5038-194, Northeast Creek Tributary C, Revere Road, ~200 LF
  - d. DSR No. 37-07-18-5038-195, Third Fork Creek Tributary E, Ward Street, ~225 LF
6. The City of Durham is the Owner of the Project. Kimley-Horn and Associates, Inc. is the Engineer.
7. 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.
8. All bidders are required to submit a COVID-19 Work Plan (see Appendix J of the Project Manual). Failure to provide all of the required information may result in a bid being deemed non-responsive.
9. 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.
10. Eric Miller with the Equity & Inclusion Department, (919) 560-4180, ext. \*17241, [Eric.Miller@DurhamNC.gov](mailto: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).
  - a. UBE Goals: MUBE 0%, WUBE 7%

- b. Appendix B of the Project Manual: Construction Forms, E-101, E-102, and E-104 must all be included in Bid submission
  - c. Appendix D, HUB Listing. Please contact Eric Miller if you have any questions about determining if a firm may be categorized as a UBE.
  - d. If you are unable to meet a goal, document your efforts to engage UBEs. This information may be requested to evaluate a good faith effort.
11. It is anticipated that a Notice to Proceed will be issued in April of 2021.
12. Contract Times for Each Contract: 60-calendar days to Substantial Completion with an additional 30-calendar days to Final Completion. The current grant agreement extension between the City of Durham and the USDA expires July 19, 2021.
13. Discussion of the Work, Jennifer Murphy, Kimley-Horn and Associates, Inc.
14. Discussion of alternates.
15. Interested Bidders may visit the Project Sites. Please provide notification to [Dana.Hornkohl@DurhamNC.gov](mailto:Dana.Hornkohl@DurhamNC.gov) twenty-four hours in advance of when you intend to visit. Bidders must observe all City and State requirements related to the COVID-19 pandemic.
16. 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.
17. All questions or requests for information must be submitted by 5:00 PM, Tuesday, February 9, 2021. No addenda will be issued after Wednesday, February 10, 2021.
18. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Tuesday, February 16, 2021 at 1:30 PM. The Bid Opening will be held virtually and in person.
  - a. Due to current and ongoing health concerns, electronic Bids consisting of a single PDF document containing all required Bid forms and documentation may be submitted in lieu of a hard copy. An email including the electronic Bid PDF shall be titled "BID ENCLOSED – EWP-2021-01" and be emailed to [Dana.Hornkohl@DurhamNC.gov](mailto:Dana.Hornkohl@DurhamNC.gov) prior to the time listed in the 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 phone number and email of a representative that will be available during the Bid opening time listed in the Invitation to Bid. If three or more bids are received, the representative will be called or asked during the meeting to provide the password to open and view the electronic Bid PDF. Failure to provide a password at the Bid opening time when called upon may result in the Bid being declared non-responsive. If the Bidder chooses delivery of the Bid via email, neither the City of Durham nor the Engineer assumes responsibility for ensuring delivery and receipt prior to Bid opening. In such instances, the Bidder shall have no claim against the Owner or Engineer.
  - b. Interested parties may attend the Bid opening in person at the City of Durham Public Works Operations Center (PWOC) Training Center, 1100 Martin Luther King, Junior Parkway, Durham NC, 27707. Attendees will be required to meet City and State requirements for the COVID-19 pandemic including mask wearing and social distancing.
  - c. The Bid Opening may be extended if there is a significant addendum issued.
19. Antwon Williams will serve as the project manager once the Work begins, (919) 560-4326, ext. \*30254, [Antwon.Williams@DurhamNC.gov](mailto:Antwon.Williams@DurhamNC.gov).
20. Attendee Questions/Discussions.
  - a. Will the Contract Times be adjusted to allow for installing plant material during the recommended planting period? All Work shall be completed within the Contract Times with the exception of installing plant material that is recommended for installation outside of the Contract Times. The Owner will grant additional time to install this plant material during the recommended period.

Pre-Bid Conference Minutes

EWP-2021-01

January 28, 2021, 1:30 PM

*DH*

Conference minutes were prepared by Dana Hornkohl on February 9, 2021. Please send any comments, errors, or omissions to [Dana.Hornkohl@DurhamNC.gov](mailto:Dana.Hornkohl@DurhamNC.gov) by close of business on February 12, 2021.

**Pre-Bid Conference Attendance Sheet**  
**City of Durham, Public Works Department**  
**Emergency Watershed Protection Stream Bank**  
**Stabilization (EWP-2021-01)**  
**01/28/2021, 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:			
				MUBE	WUBE	Does this project interest you as a Prime or a Sub? (check one)	
Name	Company	Phone	Email			Prime	Sub
Alex Batey Rusty Batey	Zulu Marine	(910) 232-0290	<a href="mailto:alex.batey@zuludiscovery.com">alex.batey@zuludiscovery.com</a> <a href="mailto:rusty.batey@zuludiscovery.com">rusty.batey@zuludiscovery.com</a>			X	
Antwon Williams	City of Durham	(919) 560-4326	<a href="mailto:antwon.williams@durhamnc.gov">antwon.williams@durhamnc.gov</a>				
Brooke Wray	KBS Earthworks, Inc.	(336) 685-4339	<a href="mailto:brooke.wray@kbsearthworks.com">brooke.wray@kbsearthworks.com</a>			X	
Bruce Hollis	White Oak Construction Corp.	(919) 868-8020	<a href="mailto:bhollis@whiteoakcorp.com">bhollis@whiteoakcorp.com</a>			X	
Dana Hornkohl	City of Durham	(919) 560-4326	<a href="mailto:dana.hornkohl@durhamnc.gov">dana.hornkohl@durhamnc.gov</a>				
Eric Miller	City of Durham	(919) 560-4180	<a href="mailto:eric.miller@durhamnc.gov">eric.miller@durhamnc.gov</a>				
Garrius Jones BJ Lanier	Lanier Construction	(252) 286-6739	<a href="mailto:garrius@lanierconstruction.com">garrius@lanierconstruction.com</a> <a href="mailto:bj@lanierconstruction.com">bj@lanierconstruction.com</a>			X	
H.R. Bourland II	Cable's Enterprise, LLC	N/A	<a href="mailto:hrbourland@triad.rr.com">hrbourland@triad.rr.com</a>				X
Jacy Kirkpatrick	RES-Carolinas LLC., DBA Carolina Environmental Contracting	(336) 214-3751	<a href="mailto:jkirkpatrick@res.us">jkirkpatrick@res.us</a>			X	
Jennifer Murphy	Kimley-Horn and Associates	(919) 677-2072	<a href="mailto:jennifer.murphy@kimley-horn.com">jennifer.murphy@kimley-horn.com</a>				

**Pre-Bid Conference Attendance Sheet**  
**City of Durham, Public Works Department**  
**Emergency Watershed Protection Stream Bank**  
**Stabilization (EWP-2021-01)**  
**01/28/2021, 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:			
				MUBE	WUBE	Does this project interest you as a Prime or a Sub? (check one)	
Name	Company	Phone	Email			Prime	Sub
Lloyd Glover	Land Mechanic Designs, Inc.	(919) 639-6132	<a href="mailto:lmenc@outlook.com">lmenc@outlook.com</a>			X	
Michael Tedaldi	Shamrock Environmental	(336) 430-1719	<a href="mailto:mtedaldi@shamrockenviro.com">mtedaldi@shamrockenviro.com</a>			X	
Peter Jelenevsky	Fluvial Solutions, Inc.	N/A	<a href="mailto:peter@fluvialsolutions.com">peter@fluvialsolutions.com</a>				
Phillip Todd	North State Environmental	(919) 971-5641	<a href="mailto:p.todd@nserv.com">p.todd@nserv.com</a>			X	