



March 10, 2021

**To: Prospective Bidders**

**Subject: Addendum One: Pre-Submittal Meeting Notes and Answers to Questions.**

**Project: Inspections for Construction Projects (ST-318C)**

This Addendum corrects the following for the subject referenced contract.

- **Pre-Bid Meeting Notes and Attendance**

The agenda, notes and attendance from the pre-submittal meeting held on March 9, 2021 is posted in the project webpage: [www.durhamnc.gov/4465](http://www.durhamnc.gov/4465). These notes shall be considered part of this addendum.

- **Answers to questions**

**Q:** What is considered minor engineering time?

**A:** Minor engineering time will be required for any changes to the existing plans for projects ST-286 and WS-85. Most of the engineering work will occur in SW-80, which is a trail repair project and will require some stormwater design.

**Q:** Do you want one firm for all three projects?

**A:** Yes.

**Q:** Do PDF submissions require a password?

**A:** No.

**Q:** What are the schedules and how many inspectors are required per project?

**A:** The schedules are subjective to each project. WS-85 is anticipated to take five months, SW-80 six months, and ST-286 two years. We require one inspector per job.

**Q:** Is there a preference between electronic submittal and hand delivery?

**A:** No preference; however, if you choose to deliver a paper submittal, include a a USB hard drive containing a PDF version of the submittal.

**Q:** How many paper copies should we submit?

**A:** Only one paper copy.

**Q:** Is there a page limit for the submittal?

**A:** Yes, there is a ten-page limit for submittals, not including resumes, references and forms. Please submit work experience for personnel that will be working on this contract, not just firm experience.

**Q:** Will contract administration and project management be a part of this project?

**A:** No, contract administration and project management will be handled by City Contracting staff.

**Q:** Are the plans for each project accessible on the web page?

**A:** The plans for ST-286 and WS-85 have been added to the project web page:  
[www.durhamnc.gov/4465](http://www.durhamnc.gov/4465)

**Q:** What is Exhibit B on page 3 in the RFQ?

**A:** This is an old EBOP statement that was mistakenly used in the RFQ. This addendum replaces that section with the ST-318C Professional Services Statement attachment on the webpage. Additionally, please contact [Eric Miller](#) with any questions related to the Equal Business Opportunity Program (EBOP) and Underutilized Business Enterprise (UBE) goals.

Please let me know if you have any questions.

Sincerely,

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