



PRE-BID CONFERENCE MINUTES
CONTRACTS: SD-2021-05
PROJECT: STORMWATER INFRASTRUCTURE REPAIRS

Date: July 7, 2021
Time: 10:00 AM
Location: Virtual meeting via Zoom

1. This pre-Bid Conference is for:
 - a. Stormwater Infrastructure Repairs (SD-2021-05)
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. Please see the Project web page for all bidding information including future addenda and requests for information. A Project Manual Holder List is regularly updated and placed on the Project web page.
 - a. SD-2021-05: <https://durhamnc.gov/4533>
5. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to Carol.Teabo@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. The design engineers for these projects are;
 - i. Edison Johnson Recreation Center, City of Durham
 - ii. North Buchanan & Fairview Street, Horvath Associates PA
 - iii. Winton Road & Stuart Drive, Summit Design and Engineering Services
 - iv. Kamis St, Coulter Jewell Thames PA
 - b. The City of Durham will serve as the Engineer for this construction contract and will provide on-site inspection with City staff.
8. The project involves the following:
 - a. 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 at six (6) project site locations within the City of Durham.
9. Sabria Futrell with the Equity & Inclusion Department, (919) 809-0929, Sabria.Futrell@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 have been discussed.
 - a. Goals: MUBE = 11%, WUBE = 7%
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 in the process of acquiring permanent and temporary construction easements for this Work.
14. Addendum No. 1 outlines the following changes:
 - a. The Bid Opening time has changed from 10:00AM to 11:00AM. The day remains the same, July 21, 2021. Please note this time change in your calendars.
 - b. An additional project will be added to the contract: West Club Blvd Culvert Replacement (ROW-192). The construction drawings, project manual and blank unit price work form will be updated and posted on the project web page to reflect these changes later today.
15. The City of Durham is open to negotiate individual start times for each Work Site. Work Sites are required to be completed within the following timeframes from the site-specific negotiated Notice to Proceed date:
 - a. Edison Johnson Rec Center Stormwater Pipe Repairs (COP-127) 60 calendar days
 - b. North Buchanan Boulevard Storm Replacement (PDAP-046) 90 calendar days
 - c. Winton Road Pipe Network Replacement (PDAP-041) 90 calendar days
 - d. Fairview Street Storm Replacement (PDAP-063) 90 calendar days
 - e. Stuart Drive Pipe Network Replacement (PDAP-069) 90 calendar days
 - f. Kamis Street Drainage Plan (PDAP-079) 90 calendar days
16. The City of Durham requires the Project to be completed in 540 calendar days from execution of Agreement.
17. Substantial Completion is expected within 30-calendar days of Final Completion.
18. 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.
19. 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.
20. All questions or requests for information must be submitted by 5:00 PM, Tuesday, July 13, 2021. No addenda will be issued after Wednesday, July 14, 2021.
21. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Wednesday, July 21, 2021 at 11:00 AM 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.
22. Submission of Bids:
 - a. Electronic Bids will be accepted due to the COVID-19 pandemic. 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- STORMWATER INFRASTRUCTURE REPAIRS SD-2021-05" and be emailed to Carol.Teabo@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, the City of Durham assumes no responsibility for ensuring delivery and receipt prior to Bid Opening.
 - b. Mailed Bids will be accepted at the City Hall address in Section 00 21 15 until 5:00 PM, July 20, 2021.
 - c. Hand-delivered Bids will be accepted at the bid opening no later than the established time.
23. Carol Teabo will serve as the project manager. Office phone number is (919) 560-4326, ext. 30389, mobile is (919) 907-9572, and e-mail is Carol.Teabo@DurhamNC.gov

24. Attendee Questions/Discussions:

- a. Can you please clarify the “float” time you discussed earlier on item 15?
 - i. The current allotment of project timeframes shows a total of 510 calendar days whereas the total contract timeframe shows 540 calendar days. This is due to 30 calendar days of float built into the total timeframe which allows scheduling wiggle room for contractors.
- b. Can you clarify item 7, part B?
 - i. The city will provide day-to-day construction management and inspections of contracted work. Public Works Engineering Services handles the right-of-way inspections (water, sewer, pavement, concrete, etc), and the City-County handles private property non-storm related inspections (water/sewer laterals) and it is the contractor’s responsibility to reach out to these departments for inspections as needed.
- c. Is there an Engineer’s estimate?
 - i. The current budget range is \$900,000 to \$1,400,000. This range doesn’t include the new West Club Blvd project that will be added to the contract today.

These meeting minutes were prepared by Carol Teabo on Wednesday, July 07, 2021. Please send any comments, errors, or omissions to Carol.Teabo@DurhamNC.gov by close of business, Tuesday, July 13, 2021.