



PRE-SUBMITTAL CONFERENCE MINUTES
REQUEST FOR PROPOSAL (RFP): SD-2021-06
PROJECT: MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) INSPECTIONS

Date: July 27, 2021
Time: 11:00 AM
Location: Virtual, <https://zoom.us/j/95873045017?pwd=dUICWGtM1JwVU1SdnZlb3VWa0VqUT09>
Attendees: Anderson, Sidney Barba, Eddy Cassee, Ethan Chatterton, Tami
Greenlee, Doug Haynes-Long, Heather Hornkohl, Dana Phoenix Eric
Poe, James Reaves, David Richardson, David Royster, Lynette
Saintsing, John Smith, Greg Teabo, Carol Webber, Katie

1. City staff Introductions, Public Works Department, (919) 560-4326.
 - a. Dana Hornkohl is the contracting officer, ext. *30246, Dana.Hornkohl@DurhamNC.gov.
 - b. Carol Teabo will be the project manager, ext. *30389, Carol.Teabo@DurhamNC.gov.
 - c. Greg Smith, ext. *30255, Greg.Smith@DurhamNC.gov.
2. All attendees were asked to type their name and firm in the chat, including their email address. Minutes of the conference will be distributed to all attendees via e-mail and posted on the project web page.
3. Contract information includes the items listed below. Please see the project web page for all project information including future addenda and requests for information. A list of the RFP holders is regularly updated and placed on the project web page (<https://durhamnc.gov/4507>).
 - a. RFP, 06/28/2021
 - b. Addendum No. 1, 07/13/2021
 - c. Addendum No. 2, 07/27/2021
 - d. Unit Price Work Form, 06/28/2021
 - e. Durham itpipes Templates, 07/27/2021
 - f. RFP Holder List, 07/26/2021
4. 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 submit on this project.
5. The project includes the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for stormwater structure (basin) inspections throughout the City of Durham as well as the complete inspection of portions of the Municipal Separate Storm Sewer System (MS4) for specified site locations throughout the City of Durham. Inspections of the MS4 shall include location and verification of system components, inspections to locate possible illicit discharges into the system, and general inspections of system components to document condition. It is the City's intent that this contract shall be issued for a period of one year, and if the work proceeds successfully, the contract could be renewed annually for a total of five years.
6. The City of Durham is the owner of the project.
7. Sidney Anderson with the Equity & Inclusion Department, (919) 560-4180, ext. *17245, Sidney.Anderson@DurhamNC.gov, will explain the Equal Business Opportunity Program requirements for submittals (see Section 250 of the RFP). There are no Underutilized Business Enterprise (UBE) goals for this project. Procurement Forms may be found in Exhibit G.

8. All submitters are required to include a completed Workforce Diversity Questionnaire (see Exhibit H of the RFP). Please complete the questionnaire in its entirety and provide additional information as directed on the form.
9. All submitters are required to include a record of their safety qualifications (see Exhibit J of the RFP). Please complete the form in its entirety and provide additional information as directed on the form.
10. Pay close attention to the Insurance Requirements (see Section 100 of the RFP). Insurance costs are incidental to the work.
11. A blank Excel unit price work form may be found on the project web site for inclusion in submittals. It is the submitter's responsibility to ensure all items in the unit price work form are correct.
12. It is anticipated that a Notice to Proceed will be issued in October of 2021.
13. Contract Times: 365-calendar days.
14. Schedule: The successful firm shall submit a schedule for performing the storm drainage structure inspections for review and approval by the City. Video inspection sites (quick response and normal response) will be identified throughout the course of the contract.
15. Addendum No. 1 and Addendum No. 2.
16. Exhibit A, MACP Standard Operating Procedure and PACP Standard Operating Procedure.
17. 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.
18. Any errors or omissions discovered in the RFP should be brought to the attention of the City in writing.
19. All questions or requests for information must be submitted by 5:00 PM, August 11, 2021. No addenda will be issued after August 12, 2021.
20. Compile submittal packages carefully. Include all of the required items. Submit packages prior to the submittal deadline, August 18, 2021 at 11 AM. The submittal deadline may be extended if there is a significant addendum issued after August 12, 2021.
21. Attendee Questions/Discussions including unit price work items.
 - a. Do storm drainage structures need to be cleaned before inspection? *No. At this time the City does not expect most structures to need cleaning before inspection. When cleaning is needed to perform an inspection, the contractor can note the facility ID, skip the structure, and inform the City for cleaning by City crews.*
 - b. Is the condition of the connecting pipes to be included in the storm drainage structure inspection? *Yes, the condition of the pipe connection to the structure is required, as observed from inside the structure.*
 - c. Have similar contracts been advertised in the past by the City? *Yes. These previous contracts included more pipe video inspection than structure inspection.*
 - d. Are there bid tabulations available for these past contracts? *Yes. See the project web page for links to similar contracts.*
 - e. Are all 2,700 inspections for storm drainage structures? *Yes.*
 - f. Is storm drainage pipe video inspection included? *Yes. See unit price work items no. 4 and no. 5. There is a normal response unit price work item (no. 4) and a quick response unit price work item (no. 5).*
 - g. Is confined space entry competent staff required for this work? *Yes. The range of pipe sizes included for pipe vide inspections ranges between 12-inches in diameter to large box culverts and large diameter corrugated metal pipes. Depending on the submitter's equipment, confined space entry would likely be required to secure the video inspection.*
 - h. Can the City provide maps indicating the storm drainage structures to be inspected? *Yes. The City will provide example PDF maps with grids where storm drainage structure inspections are to be performed. These example PDF maps will be provided in an addendum.*

- i. Does the City intend to continue structure inspections annually? *Yes, the City is currently required to annually inspect 10% of its system. This requirement is likely to continue for the foreseeable future. The City anticipates that an annual storm drainage structure rehabilitation contract will be implemented in approximately 5 years. The inspection and rehabilitation work may be combined into one contract depending on the amount of work.*
- j. Do the City anticipate excluding firms that perform MS4 inspections from submitting to perform future rehabilitation work? *No, not at this time.*

DH

Minutes were prepared by Dana Hornkohl on July 27, 2021. Please provide comments and/or additions concerning these minutes by email to Dana.Hornkohl@DurhamNC.gov by close of business, July 30, 2021.