



**PRE-BID CONFERENCE MEETING MINUTES**  
**CONTRACT: SD-2015-01**  
**PROJECT: EAST MAIN STREET CULVERT STABILIZATION AND**  
**TRENCHLESS PIPE REPAIR**

Date: June 15, 2015

Time: 1:00 PM

Location: City of Durham, Public Works Conference Room, Third Floor

Attendees: See Attached Sign-In Sheet

1. An agenda was prepared for this meeting and a copy is also attached to these minutes.
2. All attendees were asked to include their contact information on the meeting sign-in sheet.
3. Contract information includes: Project Manual, appendices, construction Drawings, and a blank Excel unit price work form. Please see the project web page (<http://durhamnc.gov/ich/op/pwd/consproj/Pages/SD-2015-01.aspx>) 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.
4. The project includes the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete stabilization of the East Main Street culvert by means of void filling and soil stabilization using a high density polyurethane system as well as various trenchless pipe repairs throughout the City of Durham.
5. Project budget is within the range of \$675,000 to \$725,000.
6. The identified Project Sites are listed below. Some unidentified work may also be included in the Contract. The Project Sites may be located on City-owned property, City rights-of-way, and on private property. The City is securing rights-of-entry to perform work on private property. The rights-of-entry will be in place in time for the commencement of construction.
  - a. East Main Street, 1905 East Main Street
  - b. North Magnum Street, 1430 North Mangum Street
  - c. Minerva Avenue, 1015 Minerva Avenue
  - d. Piney Woods Park, 400 East Woodcroft Parkway
  - e. Third Fork Creek Trail (Garrett Road Park), 4810 Hope Valley Road
  - f. Third Fork Creek Trail (Public Works Operations Center), 1100 Martin Luther King Jr Parkway
7. The Engineer for the Project and project manager for the Public Works Department is Dana Hornkohl, (919) 560-4326, ext. 30246, [Dana.Hornkohl@DurhamNC.gov](mailto:Dana.Hornkohl@DurhamNC.gov).
8. Construction limits are shown on the construction Drawings. Traffic control (vehicular and pedestrian) and erosion control are considered incidental to the Work and shall be the responsibility of the Contractor.
9. Additional work of a similar nature and similar unit items (up to 50%) may be included in this Contract (see section C-700, paragraph 10.01.C of the Project Manual).

10. Vincent Wingate with the Department of Equal Opportunity and Equity Assurance (EO/EA), (919) 560-4180, ext. 17241, [Vincent.Wingate@DurhamNC.gov](mailto:Vincent.Wingate@DurhamNC.gov), will address any questions or concerns related to Small Disadvantaged Business Enterprise (SDBE) requirements for bidding.
  - a. Minority SDBE participation goal is 4%, women SDBE participation goal is 1%.
  - b. A list of SDBE firms is included in the Project Manual in Appendix B.
  - c. The Successful Bidder will be required to submit additional information concerning Subcontractors.
  - d. The E-101 form must be signed and submitted regardless of participation for Bids to be deemed responsive.
  - e. The E-107 form should be completed if the bidder fails to meet the SDBE goals.
  - f. The North Carolina Department of Transportation also maintains a directory of DBEs that may be used to satisfy the SDBE goals.
11. All bidders are required to submit a record of their safety qualifications (see Appendix I). Please complete the form entirely 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.
12. The Project currently involves thirty-one (31) unit price work items. The standard reference is included beside each item on the Unit Price Work Form. The project manager briefly reviewed the unit price work items.
13. It is anticipated that a Notice to Proceed will be issued in September of 2015.
14. Contract Times: 334-calendar days to Substantial Completion; 31-calendar days to Final Completion; 365-calendar days total.
15. 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.
16. Contractor shall use Primavera Contract Management and PDRX during the execution of the Contract. The Contractor will not be required to purchase any specialized software and initial training will be provided by City staff.
17. In order to receive e-mail notification of any addenda or clarifications, send an e-mail to [SSDprojects@durhamnc.gov](mailto:SSDprojects@durhamnc.gov) notifying the City of your intent to bid on this project. You may also request access to video inspections of most of the systems included in this project for trenchless repair using this e-mail address.
18. Any errors or omissions discovered in the Project Manual or construction Drawings should be brought to the attention of the Engineer and the City in writing.
19. All questions or requests for information must be submitted by 5:00 PM, Friday, June 19, 2015. No addenda will be issued after Tuesday, June 23, 2015.
20. Compile Bid packages carefully. Include all of the required items. Submit bid packages prior to the Bid Opening on Monday, June 29, 2015 at 1:00 PM to be held in this same conference room.
21. Attendee questions.
  - a. Steam or water may be utilized for CIPP liner inversion.
  - b. A unit price work item for video inspection mobilization (MS4 Inspection Mobilization) will be added to the bid items in an upcoming addendum to cover traffic control and any other incidentals related to video inspection not related the CIPP work.
  - c. Culvert stabilization work is anticipated to be approximately 55% of the total work while trenchless pipe repair would represent the remainder.

These meeting minutes were prepared by Dana P. Hornkohl on June 16, 2015. Please provide comments and/or additions concerning these minutes by e-mail to [Dana.Hornkohl@DurhamNC.gov](mailto:Dana.Hornkohl@DurhamNC.gov) by close of business, Friday, June 19, 2015.