



Date: April 17, 2023

To: Wanda S. Page, City Manager
Through: Bertha T. Johnson, Deputy City Manager
From: Jina B. Propst, Director, Department of General Services
Subject: Construction Services Contract with Chatham Civil Contracting, LLC for the Beechwood Cemetery Expansion Project

Executive Summary

On February 28, 2023, two bids were received; however, because the minimum number of bids required for formal bids is a minimum of three, the project was re-bid for fourteen days. On March 16, 2023, three bids were opened for the Beechwood Cemetery Expansion project. The lowest, responsive, responsible bid was submitted by Chatham Civil Contracting, LLC. The base scope of work was bid at \$613,758.04, and the project scope will be the clearing of the southwestern wooded area of the Beechwood Cemetery site and the installation of a bridge across a stream, which will add approximately 390 new standard burial plots.

Motion

To adopt an ordinance amending the General Capital Improvement Project Ordinance, Fiscal Year 2022-23, as amended, the same being Ordinance # 16081, for the purpose of allocating additional funding for the Beechwood Cemetery project;

To authorize the City Manager to execute a contract with Chatham Civil Contracting, LLC for the Beechwood Cemetery Expansion project in the amount of \$613,758.04;

To establish a contingency fund for the contract in the amount of \$73,650.96; and

To authorize the City Manager to negotiate and execute change orders to the contract, provided the total contract cost does not exceed \$687,409.

Background

The Beechwood Cemetery (3300 Fayetteville Road; PID # 122371) is a 23.8-acre, historically African-American public cemetery in Durham. It has been under the City's care since 1924. The cemetery is landlocked to the north and east by public roads (E. Cornwallis Road and Fayetteville Street) and on the south and west borders White Rock Baptist Church and two residential areas.

Because of their experience with similar types of projects and designing around stream buffers Horvath Associates, P.A. (Horvath) was exempted from the RFQ process in accordance with NCGS 143-64.32 and selected to perform design services for the Beechwood Cemetery Expansion project in May 2022.

Currently, fewer than 15 plots remain available. The Coulter Jewell Thames (CJT) report presented to City Council in February 2014, estimated that the existing supply of plots at Beechwood would only last another 8 years. This project aims to secure the required site-related permit and local ordinance approvals necessary for construction of an additional 390 new

standard burial plots, some of which will be green burials. The construction site plan will outline the egress and access to the construction area while maintaining access to the existing burial plots near the site.

The design phase of the project was funded out of General Services Operating Funds, and a portion of the funding required for construction has been provided through FY 2023 CIP Closeout. A Budget Ordinance Amendment accompanies this item to supplement funding for construction.

Issues and Analysis

The Beechwood Cemetery Expansion construction project was bid on March 16, 2023, and the bid results are as follows. No alternates were included in the bid. Construction is anticipated to begin in April 2023 and be completed in December 2023.

<u>Company</u>	<u>Base Bid</u>
Chatham Civil Contracting, LLC	\$ 613,758.04
Pinam Construction	\$ 684,541.00
H&H Enterprises of Knightdale, LLC	\$ 749,999.00

Alternatives

City Council could decide to not proceed with the project or reject the bids and require General Services to rebid.

Financial Impact

Funds for this project are currently budgeted and available as follows:

FUNDING SOURCES

FY 2022 Operating Funds	\$ 50,000.00
FY 2023 CIP	\$ 250,690.00
Additional FY 2023 CIP	\$ <u>436,719.00</u>
Total Revenues	\$ 737,409.00

PROJECT COSTS

Professional Services	\$ 38,500.00
Professional Services Contingencies	\$ 3,850.00
Construction	\$ 613,758.04
Construction Contingencies	\$ 73,650.96
Owner Cost	\$ <u>7,650.00</u>
Total Expenditures	\$ 737,409.00

Equal Business Opportunity Summary

The Underutilized Business Compliance Division reviewed the proposal submitted by Chatham Civil Contracting, LLC of Pittsboro, NC and determined that they are in compliance with the Ordinances to Promote Equal Business Opportunities in City of Durham Contracting. The goals for this effort were MUBE 0% and WUBE 0%.

Contractor Workforce Diversity & Hiring Practices

According to the contractor’s responses to the “Contractor Workforce Diversity Questionnaire,” the contractor is a small employer (less than 50 employees) consisting of mostly professional/skilled workers. The contractor believes it has a diverse workforce because they have one female, and nine Hispanic employees out of a total of twelve employees.

Part A – Employee Diversity Breakdown Table for Primary Location

Employment Category	Total Employees	Total Males	Total Females	M-----a-----l-----e-----s					F-----e-----m-----a-----l-----e-----s				
				White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manager	2	2		2									
Professional	8	8		7		1							
Labor	7	7		3	1	3							
Clerical	2	1	1			1			1				
Totals	19	18	1	12	1	5			1				

Attachments

- CIP Ordinance Amendment
- EJCDC Construction Contract