



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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GOVERNOR

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ANTHONY J. TATA
SECRETARY

March 31, 2014

MEMORANDUM TO: Pre-Bid Conference Attendees

SUBJECT: Minutes of Pre-Bid Conference

Contract No. 11-00-092 – WBS Element No. 36059.161
Construction of an exposed aggregate concrete sidewalk at the Wilkes County Visitor
Center located on US 421 in North Wilkesboro, North Carolina

The pre-bid conference for the above project was conducted on March 25, 2014 at 10:00 AM with all interested parties meeting at the Wilkes County Visitor Center located on US 421 in North Wilkesboro, North Carolina. Representing NCDOT was Joe Laws, Jason Joyce, Wayne Atkins, Jimmy Parrish, Connie Morgan, Chris Absher, Johnny Hodges, and Craig Harris. All contractors present were asked to signify their presence by signing the attached roster. Mr. Laws provided a representative of each firm with a copy of the contract proposal and plan sheet for the project.

All attendees were instructed that they must sign in and sign out on the roster to be pre-qualified to bid. Failure to do so will result in not being pre-qualified to bid and any bids from those contractors will be rejected. Attendees were instructed to sign in and sign out using the company name as it will appear on the bid.

All attendees were advised that all questions relative to this project must be addressed during the course of the conference and no other questions will be addressed following the conclusion of this meeting. Advised all present that all agreements and changes made during the course of this showing become a part of the contract. All attendees were advised that minutes of the meeting would be provided for his/her records.

Mr. Laws informed all attendees that the bid opening date for this project would be held on April 3, 2014. The proposal with the bid sheet still attached (excluding the plans) shall be placed in a sealed envelope and must be delivered to and received in the Division Engineer's Office at 801 Statesville Road, North Wilkesboro, NC 28659 by 10:00 AM. The proposal shall be completed in black or blue ink and shall be properly signed and executed. All attendees were advised that this is a Small Business Enterprise Project and in accordance with GS 136-28.10, should the total amount exceed \$500,000, the bid will not be considered for award.

The date of availability is April 22, 2014 and the completion date is May 23, 2014. Liquidated Damages shall be \$200.00 per calendar day. No work will be permitted on this project during holidays, holiday weekends, special events, or any other time when traffic is unusually heavy.

P. O. Box 250, NORTH WILKESBORO, NC 28659
PHONE (336) 667-9111 FAX (336) 667-4549

No work will be permitted and no contract will be executed until all prerequisite conditions and certifications have been satisfied.

None of the items contained in the contract will be considered Major Contract Items or Specialty Items.

Contract Payment and Performance Bonds are not required for this contract. The contractor will be required to provide evidence of Liability Insurance in the amount of \$5,000,000.00 and also proof of Workmen's Compensation Insurance prior to beginning work on the project.

Mr. Laws advised all attendees that this project is not subject to the licensing requirement of Chapter 87 of the General Statutes.

The contractor will be required to prosecute the work in a continuous and uninterrupted manner from the time he/she begins work until the project is completed. All attendees were also advised that the Department will not be responsible in any way to the contractor's personnel for damages, destruction or loss to the contractor's equipment, supplies, materials or tools.

In accordance with Article 107-21, all personnel shall wear a reflective vest or outer garment conforming to the requirements of MUTCD at all times while on the project.

All claims for additional compensation or and extension of contract time should be submitted to the Engineer within thirty days of final invoice payment. This request should be submitted on the Contractor Claim Submittal Form found on the website listed within the contract proposal.

Mr. Laws advised that all work and materials would be subject to inspection and that an Inspector would be present on the project at all times. All attendees were advised that the quantities contained in the contract were estimated and are subject to change and the Department makes no guarantee of actual quantities.

Mr. Laws also advised all attendees of the provision concerning gifts from vendors and contractors making it unlawful for any vendor or contractor to make gifts or to give favors to any State employee. All attendees were advised to read the provision. The bid execution form contains the certification of acknowledgment for this provision.

Mr. Laws advised all attendees that this contract is subject to the 2012 Standard Specifications for Roads and Structures. Final acceptance of the project will be made only after the satisfactory completion of all work covered by the contract.

Mr. Laws informed all attendees that the he/she should contact Chris Absher, Assistant District Engineer, at 336-903-9140 to arrange the Pre-Construction Conference instead of Jason Joyce as stated in the contract proposal.

Ms. Morgan discussed the following Project Special Provisions:

- Safety –There will be vehicular traffic and pedestrians in the areas where work is to be conducted. The contractor shall take every precaution to ensure that the proposed work is done in such a manner to protect the visitors and allow safe access to the facilities. The sidewalk construction adjacent to and tying into existing sidewalks shall be staked and taped and/or cones placed in such a manner to alert the pedestrians to the adjacent construction. All safety precautions shall be coordinated and approved by the Engineer and shall be maintained throughout the project.
- Environmental Protection – The area, in which this work is located, is a native planted ‘meadow’ at a LEED accredited site. Protection of the natural resources at this site is of utmost concern. Access to the work area shall be on the existing trail footprint; there will be no access to the trail through the natural areas. ***The contractor shall submit a proposed work plan along with the bid package that shall be evaluated and considered in the award of this contract.*** The work plan and the protection initiatives may be adjusted by the Engineer in the field as necessary, to achieve the desired preservation results.
- Vegetation Preservation – The preservation of existing trees, shrubs and other vegetation is an important aspect of this project and will require the utmost care during the construction process. There should not be any conflict with the vegetation, but should the need arise it must be approved by the Engineer. ***Do not trespass*** with vehicles or machinery in the preserved vegetation area. Do not stockpile materials or store equipment in the vegetation preservation areas. Do not release petroleum products, fuels, paints, or lubricants anywhere within this project in the vicinity of the vegetation preservation areas or in areas that drain into this vicinity. ***Do not ‘clean out’ concrete trucks in the vicinity of the vegetation preservation areas, or into areas that drain into these areas.*** All grading will be accomplished in such a manner to avoid standing water or saturated soils around root systems of trees that are to remain. Install erosion control devices in a timely manner to prevent sedimentation from accumulating around the root zone of preserved trees and the surrounding vicinity. ***Violation of any of these vegetation preservation measures shall result in immediate suspension of all work until the violation is resolved or repaired to the satisfaction of the Engineer.*** Such suspension of work **will not** be considered justification for additional compensation in accordance with Section 104 of the *Standard Specifications* or extension of the contract time.
- Landscape Grading – Landscape grading consists of fine grading to provide positive drainage for sidewalk and adjacent area as directed by the Engineer, and placement of backfill for sidewalk construction. Place soil as needed to bring sidewalk to proper grade for positive drainage and as backfill after sidewalk installation. ‘*Landscape Grading*’ shall be paid for at the contract lump sum price for the work detailed in this section that has been successfully accomplished and accepted. Topsoil furnished for grading and backfill shall be considered incidental to the work to be accomplished and there shall be no additional compensation.
- Exposed Aggregate Concrete Sidewalk – The work covered by this special provision consist of furnishing materials, labor and equipment to construct a four inch (4”) thick, six foot (6’) wide, exposed aggregate concrete sidewalk that will replace the existing nature trail in the natural areas, or ‘meadow’, to the front of the building between parking lots, to the outside of the parking lots from the curb to the existing nature trail steps in four (4) locations, and a section at one end of the bioretention basin. There are also two sections of ten foot (10’) wide sidewalk included in this contract. The layout shall be adjusted only as needed to achieve positive drainage and to replace angles with smooth curves. All work shall occur within the limits of the existing footprint and the adjacent area necessary for grading and angle realignment.

Sidewalk sleeve shall be eight inch (8") PVC/ABS-DWV meeting requirements of ASTM D-2661, Schedule 40. Stone for base shall be ABC(M) and comply with Division 10 of the *Standard Specifications*. Aggregate for exposure shall be a river/creek stone from local sources, tan to grey in color and range from a minimum of three quarter inch ($\frac{3}{4}$ ") to a maximum of one and one half inch ($1\frac{1}{2}$ "). Aggregates shall be rounded, hard, sound, durable and free of all deleterious materials and staining qualities. Aggregates for the entire job shall come from a single source and be consistent. They shall be stored off the ground and protected from moisture. Excavate and grade proposed sidewalk to achieve positive drainage and to reform angled areas into smooth continuous curves as directed by the Engineer in the field. Excavate only the area necessary to achieve the proper grades, positive drainage and the area needed to set forms. Waste from excavation not needed for backfill shall be properly disposed of off the site unless otherwise approved by the Engineer. Excavate and install sidewalk sleeve at locations determined by the Engineer in the field. Cap and seal ends. Install a minimum of two inches (2") of stone base up to whatever is needed to meet proper grade and compact thoroughly. Stone aggregate shall be placed in a 'seeding' operation (broadcast over the surface and embedded into the surface) unless otherwise approved. Stone shall be dense, evenly spaced and surface shall be floated to a uniform appearance. Do not overwork. Exposure shall be consistent medium to deep while maintaining a firm cement hold. Method of exposure shall be a water wash technique and shall remain consistent throughout the installation process. Grinding and abrasive blasting with water or sand to achieve exposure shall not be allowed. The most natural look possible for the river stone aggregate is the desired finish. Apply two coats of sidewalk sealant according to manufacturer's recommendations. Rinse or wash water from concrete placement operations, concrete truck or any other equipment and tools shall be controlled and not allowed to flow into storm sewers or storm water devices or into undisturbed natural areas. Concrete installer shall have experience with work of similar nature and job size. Installer must have experience in the installation of exposed aggregate concrete sidewalks. Submit a minimum of three (3) references of similar exposed aggregate concrete installation, locations and owner contact information. ***References will be investigated and quality of product and workmanship will be considered in the award of this contract.*** Cast full depth of four inches (4") and width of six feet (6') sample of the exposed aggregate concrete sidewalk on site at location approved by the Engineer. The control sample shall be a minimum of sixty (60) square feet and shall contain at least one contraction groove joint and one expansion joint. The control sample shall demonstrate the aggregate placement density and uniformity, the proposed exposure technique to be used, the depth of exposure, the technique for forming both types of joints, the joint filler and sealer materials and finishes, sidewalk sealant and the overall appearance and integrity of the final product. The control sample may be installed as part of the finished sidewalk and may remain in place at the completion of this project if accepted and approved by the engineer.

All attendees were advised to complete all items on the Bid Forms. The Unit Bid amount will govern in the event that an inaccurate Amount Bid extension is made. The Total Bid for Project amount must be stated at the appropriate place on the Bid Form. The Execution of Bid, Non-collusion Affidavit and Debarment Certification sheet must also be completed and signed by the contractor. Everyone was advised to select the appropriate sheet relative to the company's designation. This sheet should contain the corporate seal, if applicable, along with a Notary Seal, otherwise the bid will be considered nonresponsive and may be rejected.

All attendees were reminded that everything agreed to during the course of the meeting would become a part of the contract. Everyone was instructed to sign-out before leaving the meeting. Everyone was advised

that once the pre-bid conference is closed that no further questions would be answered.

All attendees were shown the areas where the proposed exposed aggregate sidewalk will be installed. Mr. Joyce instructed all attendees that the areas around the signs (approximately 4' x 6') are also include in this project as well as the areas where benches are located. The timbers are to remain in place in these areas.

Joe Laws opened the floor to questions by attendees.

Question #1 – Can gravel be stockpiled onsite for later use?

Answer – Yes. In the parking area, possibly in the truck parking area

Question #2 – Are the steps to be replaced with concrete?

Answer – No. The steps are to remain as timbers with no changes.

Question #3 – How will the contractor get beyond the steps if he/she cannot go outside the existing trail footprint?

Answer – The proposed exposed aggregate sidewalk will begin at the parking area curb and gutter and will terminate at the steps. No work will be performed beyond the steps.

Question #4 – Can the bark chips and timbers that are removed from the trail be stored onsite?

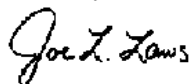
Answer – No. The removed materials will become property of the contractor and must be removed from the site.

Question #5 – Will the bark chips and timbers need to be re-used at a later date?

Answer – No. The removed materials will become property of the contractor and must be removed from the site.

No further questions were raised and the pre-bid conference was concluded. It was noted that the same number of participants had signed out as those who signed in.

Sincerely,



Joe L. Laws, PE
Division Project Manager