



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

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ANTHONY. J. TATA
SECRETARY

June 13, 2013

MEMORANDUM TO: Pre-Bid Conference Attendees

SUBJECT: Minutes of Pre-Bid Conference

Contract No. DK00091 – WBS Element No. 33879.2.62
Equipment Upgrades at the South Bound Weigh Station on I-77 in Surry County, NC

The pre-bid conference for the above project was conducted on June 12, 2013 at 2:00 PM with all interested parties meeting at the I-77 South Bound Weigh Station near Mile Marker 103 in Mount Airy, North Carolina. Representing NCDOT was Joe Laws, Wayne Atkins, Greg Fuller, Gregg Green, Thomas Parker, Todd Spurlin, Jamie Wood, and Frankie Bogan. 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 sheets for each of the projects. Each attendee was also provided a copy of Revised Pages 9 and 10 that are to be inserted into the contract proposal. The revision corrected the Provisions for Major Contract Items and Specialty Items.

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 and to include an email address for future correspondence.

All attendees were advised that all questions relative to these projects 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 contract would be held on June 27, 2013. The proposal with the bid sheet still attached (excluding the project 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 2:00 PM. All attendees were advised that in accordance with GS 136-28.1, should the total amount exceed \$1,200,000, the bid will not be considered for award.

The Date of Availability for this contract is July 22, 2013 with the completion date being March 15, 2014. Liquidated Damages shall be \$500.00 per calendar day.

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

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

Intermediate Contract Time Number 1 requires the contractor to complete the installation of guardrail prior to closing the I-77 Weigh Station Ramp for further construction activities. The intent of this Intermediate Completion Time is for the contractor to install the guardrail prior to construction activities that include metal pole installations and trenching outside of the I-77 Weigh Station Ramp to avoid unnecessary closures and to allow the Weigh Station to remain functional during the construction. The Date of Availability is Monday at 8:00 AM and the Completion Date is Friday at 6:00 AM. The Liquidated Damages shall be \$500.00 per hour.

Intermediate Contract Time Number 2 restricts the contractor from closing or narrowing any lane on I-77 from Friday at 6:00 AM through Monday at 8:00 AM. The contractor is also prohibited from any lane closures on I-77 during Holiday and Holiday Weekends. The Liquidated Damages shall be \$1,000.00 per hour.

Intermediate Contract Time Number 3 restricts the contractor from closing the I-77 Weigh Station Ramp for more than 72 hours during any seven day period. The Liquidated Damages shall be \$1,000.00 per hour.

Major Contract Items in the contract are Freeze-Frame Camera Assembly, Screening System Controller and Integration, and Screening System Interface. The Specialty Items in the contract are Guardrail Items.

All attendees were advised that a Bid Bond **IS** required for submission of bids. Also, Contract Payment and Performance Bonds in the amount of 100% of the contract amount will be required should the contract exceed \$300,000.00. 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.

The contractor must be properly licensed as required by North Carolina G.S. 87-1.

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.

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. In the event that the contractor's operations are suspended in violation of this provision, the sum of \$500.00 will be charged the contractor for each and every calendar day that such suspension takes place.

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.

Everyone was also advised 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. 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 will be made only after satisfaction of all work covered by the contract.

Traffic Control and Work Zone Signing shall be installed in accordance with Division 10 and 11 of the NCDOT 2012 Standard Specifications for Roads and Structures. All traffic control items and work zone signing will be paid as Lump Sum and shall include all necessary items and incidentals associated with furnishing, installing, and maintaining all traffic control devices and signing.

All attendees were advised that the contract proposal contained a Disadvantaged Business Enterprise Goal of 2%. A listing of all certified DBE firms can be found on the Department's website at <https://partner.ncdot.gov/VendorDirectory/default.html> and should be used for solicitation of subcontractors. Mr. Laws discussed the procedure for completing the Listing Form of DBE subcontractors. All attendees were instructed to list each pay item and the cost for same on the form and not to lump items and cost together. Blank forms will not be deemed to represent zero participation and will be considered nonresponsive and will not be accepted by the Department. All attendees were informed of the Good Faith Effort process should the contract goal not be met. The Good Faith Effort submittal containing 3 complete sets must be received in the Division Engineer's Office by 12:00 PM on the sixth calendar day following the opening of bids. Everyone was also reminded of the replacement rules to be followed in the event that the DBE subcontractor cannot perform the required work on the project. Failure to satisfy the contract goal at the conclusion of the project will require the contractor to submit justification for the shortfall of payment to the DBE subcontractor. Failure to do so may result in disqualification from bidding on future projects.

The following Automated Weigh Station Screening System Special Provisions were discussed by Mr. Parker and Mr. Fuller with all attendees:

- General Requirements
 - 1.1 (A) Summary of Work – Furnish, install, and integrate an automated commercial vehicle screening system consisting of real-time weight and classification, transponder reader, automated license plate recognition, data collection, and automated lane control system
 - The screening system must integrate with CVIEW, SAFER, FuelTaCS, PRISM, and NCIC
 - System components include: Piezoelectric quartz sensors, Inductive loop detectors, Freeze-frame cameras, WIM controller system and roadside electronics, ALPR with image capture, Transponder Reader, and Lane Control System
 - 1.1 (D) Submittal Requirements – The contractor is to submit three copies of each for review and the Department will return submittals with forty days. Electronic submittals will be accepted
 - 1.1 (E) Firmware Licensing, Source Code Escrow Requirements and Upgrades – Provide three copies of all software packages on CD-ROM.

- 1.2 (C) Weigh Station Software – Furnish software manuals for the new CVISN-compatible system with screen by screen snapshots.
- Mobilization
- Conduit – Underground conduit may be either PVC or HDPE. Above-ground conduit must be rigid galvanized steel.
- Junction Boxes
- Electrical Service – NCDOT will provide the power source near the WIM system and should be in place prior to the Date of Availability.
- Screening System Controller and Integration
 - 6.1 Description – Furnish and Install screening system electronics to process and control the following systems: inductive loop sensors, piezoelectric quartz sensors, transponder reader, ALPR system, freeze-frame camera, and lane control signs. These components must be integrated to work as a single integrated system.
- Type 170E Base Mounted Equipment Cabinet – If contractor's equipment requires air conditioning, then the bid amount should include this cost as it will be considered incidental to this item.
- Cabinet Base Extender
- Cabinet Foundation
- Piezoelectric Quartz Sensors
 - 10.2 Material - Must meet the performance specifications contained in Table 1 – PQS Accuracy
 - 10.3 (A) All sensor saw slots must be dry cut. No wet cutting will be allowed on this project.
- Inductive Detection Loops
- Freeze-Frame Camera Assembly Equipment
 - 12.1 Description – The freeze-frame camera assembly must capture snapshot of truck cab for use by the Motor Carrier Enforcement Staff at the scales.
- Automated License Plate Recognition (ALPR) System
 - 13.1 Description – Configure the system to identify and differentiate plates from the twelve states listed. These states are the minimum required and the contractor may provide additional states. The system must be capable of identifying and interpreting a minimum of 2 license plates simultaneously with a plate read rate better than 80%.
- Transponder Reader Equipment
 - 14.1 Description – The transponder equipment must interface with the existing NCPass program currently in use.
- Lane Control Signs – The contractor will be required to remove the existing metal pole, mast arm, and abandon the foundation. The components will become property of the contractor. Power for the lane control signs will be supplied from the WIM power source.
- Signal Cable
- Screening System Interface
 - 17.2 (A) Screening Criteria – The contractor and vendor should build the system to accommodate data from programs currently in use. The current data will be available from NCSHP.
- Testing and Acceptance
 - 18.1 (A) General – NCDOT will oversee and observe the test, but will not perform test. This will be the contractor's responsibility.

- 18.1 (A) General – NCDOT will oversee and observe the test, but will not perform test. This will be the contractor’s responsibility.
- 18.1 (B) Tabletop Test – NCDOT expects the tabletop test to be performed in the real environment and shall include all items as listed. The detailed test procedure should be submitted to NCDOT for approval and allow 30 days for review period prior to the test.
- 18.1 (D) Observation Period – A 60 day observation period will begin after all equipment and software has been accepted, satisfactory completion of the system acceptance test, and after the training is complete.
- Training – Provide two, 2-day training sessions to be scheduled separately so that employees can attend one of the sessions without disrupting daily operations.
- Documents and Submittals
- System Warranty
 - 21.1 (A) General – The one year warranty period begins after successful completion of the 60-day observation period. Strike the last sentence of the second paragraph which states “Consider this warranty period to be part of the work required to be completed by the final completion date of the project. **Clarification:** The one year warranty period will not be part of the time period of this contract and payment for the System Warranty will be made at the time of final acceptance and payment of the contract.
 - 21.1 (C) Scope of Warranty – Complete scheduled preventative maintenance, diagnostic testing and repairs at the six month interval and will include a minimum of two (2). Provide emergency repair services within the specified time frames listed and provide documentation of all activities performed under the warranty as indicated in the provision.
 - 21.1 (D) Warranty Evaluation – The Department will inspect the system, along with a contractor’s representative, one month prior to the of the warranty period. The contract is required to provide a summary report of all preventative and emergency maintenance records 2 weeks prior to the inspection.
 - 21.1 (F) Traffic Control – The price for any necessary traffic control for warranty service will be included in the price for System Warranty and shall be the responsibility of the contractor.
- Metal Pole Supports – The project contains 2 metal pole supports with mast arms. One is for lane control signs and the other is for the transponder reader.

Mr. Laws advise all attendees that the contract contains Federal Special Provisions and all federal requirements must be satisfied including the submission of Certified Payrolls on a weekly basis. The Minimum Wages General Decision applies to this contract and all attendees were advised that he/she must submit the appropriate documentation to USDOL if a classification is utilized on this project that is not listed.

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. Mr. Laws advised all attendees that the Expedite Bid file will be available, will be posted on the Division 11 Website as soon as possible, and may be used to compile their bid. If this method is used, the contractor shall print the Expedite Bid File, sign it, and attach it to the rear of the contract proposal.

The contractor shall also include a Compact Disc containing the Expedite Bid File with his bid submittal. This method is not a requirement to submit a bid.

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.

Joe Laws opened the floor to questions by attendees.

Question 1 – Will the software only be installed at the weigh station?

Answer – Yes. However, the contract should provide a letter from the Escrow Company to NCDOT.

Question 2 – Can an alternate sensor type be used in lieu of the inductive loop sensors for the screening system?

Answer – You should bid it as inductive loop sensors. The awarded contractor will be allow to submit a request to utilize an alternate sensor type and NCDOT will evaluate and provide a determination.

Question 3 – Will NCDOT provide internet service?

Answer – The internet service is not high speed at the Weigh Station. If your equipment requires it, the contractor is responsible for supplying access to your service.

Question 4 – Do any inductive loops exist currently at the Weigh Station?

Answer – Yes and they will remain in place and functional. Contractors were shown the location.

Question 5 – Does the system require remote functionality?

Answer – The information will be used only at this site and should allow for local manual entry and screening against local data.

Question 6 – Will the transponder system be required to signal the transponder?

Answer – No. The transponder will be required to trigger the lane control signs.

Question 7 – Can an alternative be submitted for Screening System with the bid submission?

Answer – No. The provision for Screening System contains all requirements and the contractor should bid accordingly. Alternatives can be submitted by the contractor to NCDOT for evaluation following contract award.

Question 8 – Is the 60-day test period part of the contract completion time?

Answer – Yes. See page 46 of 63.

Question 9 – Is a log book required to be kept in the cabinet?

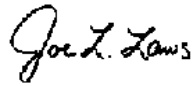
Answer – Yes. As well as electronic records.

Question 10 – Can the ALPR be mounted on the side of the metal pole in lieu of the mast arm?

Answer – Alternatives can be submitted by the contractor to NCDOT for evaluation following contract award. The contractor should be according to the specifications.

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,

A handwritten signature in black ink that reads "Joe L. Laws". The signature is written in a cursive style with a large initial "J" and "L".

Joe L. Laws, PE
Division Project Manager

cc: M. A. Pettyjohn, PE
W. O. Atkins, PE
Greg Fuller, PE
Tom Parker
Gregg Green
Todd Spurlin
Frankie Bogan
Lieutenant Eric Jackson



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ANTHONY J. TATA
 SECRETARY

June 12, 2013
 2:00 PM

ATTENDEES FOR PRE-BID CONFERENCE

SIGN IN

Contract No. DK00091 – WBS Element No. 33879.2.62
 Equipment Upgrades at the South Bound Weigh Station on I-77 in Surry County, NC

NAME / TITLE	COMPANY	EMAIL / PHONE
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