



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

DANIEL H. JOHNSON
SECRETARY

January 29, 2026

PRE-BID MEETING MINUTES COVER SHEET

Subject: Pre-bid Meeting Minutes for PRB.31775

The meeting was called to order at 9:00 AM.

The minutes are a transcription generated from the Microsoft Teams Meeting and are included on the following pages.

Minutes provided by:

Kristin Moyle,
Deputy Program Manager Private Roads & Bridges
N.C. Dept. of Public Safety/Emergency Management

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION THIRTEEN
55 ORANGE STREET
ASHEVILLE, NC 28801-2340

Telephone: (828) 250-3000
Fax: (828) 251-6394
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
55 ORANGE STREET
ASHEVILLE, NC 28801-2340

Transcript

January 28, 2026, 2:00PM

● **Moyle, Kristin (NCEM)** started transcription

MK **Moyle, Kristin (NCEM)** 1:37

All right, it's it's a 902.

I think we'll get started.

Good morning, everybody.

I am Kristen moyle.

I'm the deputy program manager for the state of North Carolina Emergency Management, Private Road and bridge program.

Thank you everyone for taking the time this morning to join us.

Hopefully a very productive meeting this morning.

I would like to just really briefly go around the room of EM staff.

If we could introduce ourselves and.

And sorry, not just the staff. I'll. I'll participate.

Some go around the room, introduce yourselves real briefly. Your name, your company name and.

How you fit into this puzzle today, I would appreciate it. I would.

I'll start out with Keith Eason, please.

EK **Eason, Keith** 2:34

Thank you, Kristen.

My name is Keith Eason.

I'm with JMT.

We're providing program management support for Emergency Management.

MK **Moyle, Kristin (NCEM)** 2:45

Brendan.

BJ **Brandon Jones** 2:48

Hey, good morning. Brandon Jones with Carolina Transportation Engineers and associates supporting JMT in the program management side of PRB.

MK **Moyle, Kristin (NCEM)** 3:03

I can't see all the names.

So whoever wants to jump in Jackie, if you could go.

MB **McSwain (Volkert), Jackie B** 3:11

Good morning.

I'm Jackie mcswain.

I'm just helping with the contracting piece. Thank you.

HB **Hobbs, Barry** 3:19

Morning, Barry Hobbs.

I'm with JMT assisting with program management for Emergency Management.

PG **Pritchard Wilson, Gwen** 3:28

Hello, Gwen Wilson.

I'm with JMT and assisting N conference management with the design of the plans.

BR **Bode, Ray** 3:40

Ray Bodie, JMT. Sorry, go ahead.

GE **Gary Eisner** 3:41

I get.

No, no, go ahead.

BR **Bode, Ray** 3:46

Ray Bodie, JMT coordinated permitting.

RL **Reynolds, Linwood** 3:57

Lynn Reynolds, program manager at Nashville.
Field Field program manager.

SR **Shipman, Ryan** 4:07

Ron Shipman, I'm assisting with the design plans.

MD **McGill, Diane (NCEM)** 4:22

Diane McGill, Emergency Management.
Assisting with program management.

MK **Moyle, Kristin (NCEM)** 4:32

Did we?

Did we get everyone on the EM side of things?

If so, I'd like to turn it over to our our dot collaborative efforts here. If you all could introduce yourselves.

JG **JW Galliher** 4:50

I just got here.

I'm Peyton with gal here, Graydon.

LE **Loftis, Chad E** 4:57

Good morning.

My name is Chad Loftus.

I'm Division 13 division contracts engineer working with Jackie Swain on receiving all the proposal information advertisement of the contracts and we'll be managing the bid openings and the award and execution process of the of the contracts.

I don't know that there's anyone else on the meeting.

One other person would be Gabe Johnson.

He's a division project manager.

And he's part of our team and will be assisting in the process as well.

MK **Moyle, Kristin (NCEM)** 5:36

Wonderful. Thank you, Chen.

And just a reminder, if everyone could keep their mics muted unless there is a question directed at you at this time, I guess we'll turn over to Jackie Mcswain to give us. An overview of the prebid.

A circular logo with a purple background and white text 'MB'.

McSwain (Volkert), Jackie B 5:58

Thanks, Kristin.

So this morning We will be talking about a project in Avery and one in Watauga on Big Horse Creek Rd. In Newland and Spice Creek Rd. In Banner elk.

The contract number for this project is BRBPRB 31775. So although it does have a site number we will today use it as a contract number when we're talking about different things of the project.

Let's go to the instruction to bids.

I know this is a dot project and many of you maybe have bid on the Emergency Management DOA site prior to and it is quite different.

So for those of you that have never been dot work, please pay attention to page 6 of the proposal.

Especially with the instruction to bidders #11.

The proposal with the itemized proposal sheet attached has to be placed into a sealed envelope.

And delivered to the offices of the Division 13 office.

Make sure that the entire proposal and that is 158 pages worth that entire 158 pages, has to be in that envelope.

It is not just the two sheets of bid items so I want to make sure that everybody understands and also make sure that it is complete and you must bid on Every item.

Also, look at G sections, which is the general sections.

This you do not have to be on the interested parties list for the dot also.

Contract time.

The date of availability, the date you can start work is anticipated to be March the 6th. Of this year.

And the date of completion for both of the bridges is expected to be July the 1st of

2026. There will be liquidated damages associated with that if they're not completed by July the 1st and those liquidated damages are \$600.00 per calendar day.

Moveing to the structure Special provisions. Although it does look like A DOT project and it is. The money is passed through with dot. However, when you are submitting your working drawings, there is a special provision that tells you it is not to go through dot. So you will be submitting all your working drawings straight to JMT.

As far as invoicing all invoices shall go to Lin Reynolds and from there Lin will go through and review those and check those prior to submitting for NCDOT payment.

The bid sheets.

All those quantities are estimated quantities, so just want to make sure that everybody understands that they are estimated quantities.

And that's really all I have for the standard bridge program.

Gwen, do you want to talk a little bit about the plans?

PG **Pritchard Wilson, Gwen** 10:00

Yes, I can comment.

We know of one change that will occur on the last sheet, sheet 12 under the note corrosion protection that that note should be taken off.

Both the if inventory near proximity to the water that'll be deleted, and then if inventory not in near proximity.

That will be deleted.

MB **McSwain (Volkert), Jackie B** 10:25

So that will be addendum forthcoming.

PG **Pritchard Wilson, Gwen** 10:33

Currently we have on the that we know of changes on the plans.

MB **McSwain (Volkert), Jackie B** 10:36

OK.

Does anyone have any structure questions or proposal questions?

GE Gary Eisner 10:46

I do this Gary Osmond with Inouye construction.

On the foundation sheets, they're they're referring to some subsurface information.

I.

May have overlooked it, but I didn't see any in the proposal or the plans.

PG Pritchard Wilson, Gwen 11:09

Can you point me to which note you're talking about?

GE Gary Eisner 11:13

I was looking at the Avery Watauga project.

And it was on the, you know, I know these plans are generalized, but it was showing the foundations with the.

Where the pile excavation or driven pile foundation sheet. I don't have a set in front of me.

I'm sorry.

MB McSwain (Volkert), Jackie B 11:46

(Pulling up plans) So, where are you wanting to go?

PG Pritchard Wilson, Gwen 11:46

Yes.

GE Gary Eisner 11:50

To the foundation plans.

Keep going.

MB McSwain (Volkert), Jackie B 12:00

I might help if I.

Yeah, I will say.

You know, I remember our bridge.

GE Gary Eisner 12:13

Getting closer.

Oh.

MB McSwain (Volkert), Jackie B 12:20

Here?.

PG Pritchard Wilson, Gwen 12:20

That these should have had, if I'm looking at correctly driven piles.

GE Gary Eisner 12:25

That's what. That's what it says. You know, we would still like if if their subsurface, we would like to see it.

PG Pritchard Wilson, Gwen 12:28

Yes.

So so you want the boring logs is kind of what you're wanting to see.

GE Gary Eisner 12:34

Yes.

PG Pritchard Wilson, Gwen 12:35

Though I think those can be provided, we have them.

GE Gary Eisner 12:38

OK.

I just couldn't find them in the proposal or the plans if if they are available, could you please share?

PG Pritchard Wilson, Gwen 12:44
OK. Yes.

GE Gary Eisner 12:50
Thank you.

PG Pritchard Wilson, Gwen 12:52
Exactly.

MB McSwain (Volkert), Jackie B 12:59
Ray, do you have any comment with permitting?
Any notes that that you know of will change with any of the permits.

BR Bode, Ray 13:09
No, aside from the just the standard permitting statement that you know all all work needs to be outside of the jurisdictional limits of the stream to avoid getting into a federal permitting situation.
Otherwise, we don't need federal permitting.
So all work should be done outside of the stream.
My records are showing that all the other permits are complete or.
Or submitted. At any rate, those should have permits, permit and county level in hand.

MB McSwain (Volkert), Jackie B 13:46
Very good.
Any other questions?
I know this was short and sweet, but if if there's questions now, please inquire.
If not, we look forward to.

LE Loftis, Chad E 14:10
Jackie, real quick, this is Chad Loftus. Sorry. Just calling out of another addendum. That's

going to be taking place with the proposal going to be adding the award limits on multiple projects provision.

MB **McSwain (Volkert), Jackie B** 14:10

yes,
Sir.

LE **Loftis, Chad E** 14:23

And then I'll be uploading the the amended proposal as soon as that's completed.

MB **McSwain (Volkert), Jackie B** 14:34

Thanks, Chad.
Will be.

AC **Aaron Creasman** 14:37

Hey this is. This is Evan with IPC. I haven't dug into the plans too much, but there are provisions in there for temporary false ways or any access to the far side of the the tree.

PG **Pritchard Wilson, Gwen** 14:58

No.

AC **Aaron Creasman** 15:03

OK. What what's the follow on my other suggestion, once we get the construction or try to figure out a way not to not to mess with the fix at all.

PG **Pritchard Wilson, Gwen** 15:15

Correct. Yeah. I think we're trying to stay out of the stream and Ray may be able to answer a little bit more.

My understanding is you can drive through the stream but not work in the stream.
I don't know if that's answering your question or not.

BR **Bode, Ray** 15:28

That's correct, ma.

AC **Aaron Creasman** 15:28

Yep.

OK.

So we can go through the screen, but we just can't save it.

BR **Bode, Ray** 15:36

Right. Yeah. You're allowed to cross it if you don't have any other option, you just can't.

You can't park a machine in there and work, and you can't dewater.

AC **Aaron Creasman** 15:46

Move it.

BR **Bode, Ray** 15:47

You try.

You're trying to avoid releasing any sediment of any kind and or installing any installing any structure or fill of any kind.

AC **Aaron Creasman** 15:52

Right.

Therefore.

MB **McSwain (Volkert), Jackie B** 16:06

Any other questions?

If not, we look forward to seeing your bids.

J **Jason Rickett Bridges to the Other Side** 16:14

Jack.

M's Jackie, this is Jason Rickett with bridges the other side.

MB **McSwain (Volkert), Jackie B** 16:19

Yes, Sir.

J **Jason Rickett Bridges to the Other Side** 16:20

Is there a?

Is there gonna be an option to submit your questions in writing this time and get a response back within four to six days or something?

Or is this the only opportunity for any question?

MB **McSwain (Volkert), Jackie B** 16:36

Chad, how do you want to deal with that?

LE **Loftis, Chad E** 16:41

Typically this would be the last portion for bridge questions because this is our opportunity to issue addendums. We typically do not issue addendums more than seven days out from the bid opening, so the bid openings next next Wednesday.

So they these have been posted for two weeks now with ample opportunity to review.

J **Jason Rickett Bridges to the Other Side** 17:04

Totally understand. I was just going off the last pre bid on the last four bridges.

You LED and there was a three day window there. I think it was from the 22nd of December to the 30th of December to submit questions in writing.

Just wondering if that was still an option or you know the questions we have.

MB **McSwain (Volkert), Jackie B** 17:21

There was a note if there was questions.

On the instruction to bid on note #14, it says questions should be emailed seven days, 7 calendar days prior to the bid opening to Chad, and there's an e-mail address. And I'm sorry, I do realize there's a lot of difference in the way this bids going in.

And from here forward we will use this form of bidding in lieu of the past.

So this is how all bids will go from here on out.

So if you have questions that you would like to ask instead of at the pre bid conference, please e-mail those to Chad prior to seven days of bid and then they will be answered.

DU **Dave Upton** 18:11

Hey, just to clarify real quick, this is Dave Upton with TAC contract and the proposal that says the bids are due on the 4th at 2:00 PM, but it says Tuesday.

So I just want to make sure that we it is Wednesday and not Tuesday correct?

MB **McSwain (Volkert), Jackie B** 18:24

Wednesday, February 4th.

DU **Dave Upton** 18:27

Thank you.

MB **McSwain (Volkert), Jackie B** 18:30

At two PM, 55 Orange St. in Asheville.

And if we have no other questions at, we appreciate you attending.

LB **Liam Boggs** 18:45

Yes, good.

Good morning.

We've got another question.

MB **McSwain (Volkert), Jackie B** 18:47

OK.

Yes, Sir.

LB **Liam Boggs** 18:51

You have a note saying that we're required to have a geotechnical engineer to observe the bearing surface for the spread footers.

Are you going to provide that geotechnical engineer?

Is that something that we have to provide?

PG Pritchard Wilson, Gwen 19:09

Brian, correct me if I'm wrong, but I'm thinking that's something our thought with the contractor would have to provide.

SR Shipman, Ryan 19:17

Yeah, I think that that that was our intent.

LB Liam Boggs 19:26

OK. And I believe you just said it, but could you please confirm the date looks like in the invitation it's incorrect for February 4th?

MB McSwain (Volkert), Jackie B 19:34

Wednesday, Wednesday, February 4th at two PM 55 Orange St. in Asheville.

You can either drop those bids off in a envelope with the right information. If you look at the Instruction to bidders, I believe it is page 6. If you look at #12, it tells you what that envelope must have written on the front.

That's if you drop it in the box.

If you mail it then it has to be that envelope with the quotation for contract, whatever it needs to, it has to say PRB 3175 standard bridge replacement on private roads on Big Horse Creek Rd. and Avery and Spice Creek in Watauga County to be.

Opened 2:00 PM on February the 4th, 2026. That has to be on the front of that envelope if you are mailing it. You take that envelope, you put it in another.

Envelope and you put the 55 orange St. If you put it in the mail.

And make sure if you mail two envelopes, if you're dropping it off, you can drop it off without the two envelopes, as long as it has quotation for what Bridget is in, it. Does that make sense?

LB Liam Boggs 20:55

Yes, another follow up question is.

You're you're drawing. Show that we're required to put an ABC stone roadway on on the surface above the approaches.

Is there a limit?

Do you have an idea of what the limit would be like? Are we?

Do you want us to go 10 feet?

20 feet, 50 feet from either end of the bridge.

PG **Pritchard Wilson, Gwen** 21:24

Can you repeat that please?

LB **Liam Boggs** 21:28

And your standard details.

It's calling for an ABC stone roadway surface.

Doesn't show the limits.

I was just curious if you guys had a standard. Is it 10 foot 20 foot?

From each side of the bridge for that ABC stone.

PG **Pritchard Wilson, Gwen** 21:44

You know, we didn't call that out.

I think it's on and I don't say add me to basis per site because we're not site specific on the plans.

It's kind of hard to put that to quantify that.

MB **McSwain (Volkert), Jackie B** 21:59

Lynn, I I would assume we're just tying back in, correct.

LB **Liam Boggs** 22:00

OK.

EK **Eason, Keith** 22:00

I think.

That.

SR Shipman, Ryan 22:05

Yeah, that that's the intent.

EK Eason, Keith 22:05

Yeah, Jackie, that's it. I was gonna add, Jackie that I think you look at your quantity that'll probably tell you know how much stone we think it's gonna take. Of course that's an estimate.

We're just tying back in on each side of the bridge.

LB Liam Boggs 22:31

Thank you.

And then your sheet S-02, it's showing to place the line at air sign is with you channel posts. Are those required or is that just an option if you put the handrail which is not required?

In I didn't see a pay item for a permanent signage.

PG Pritchard Wilson, Gwen 22:57

Ryan, do you want to take that one?

SR Shipman, Ryan 23:04

Can you repeat the question?

Is it about the signage?

PG Pritchard Wilson, Gwen 23:07

Yeah, we have a we have.

We're showing AW 2310 delineator sign.

On each end of the bridge.

SR Shipman, Ryan 23:17

Yep.

PG Pritchard Wilson, Gwen 23:21

Like, are we requiring those?

I know if you look on the data sheets provided for each site, we'll tell you if there's railing required or not. I think all of them will get this will guard, but the railing is an option.

SR Shipman, Ryan 23:40

Yep.

PG Pritchard Wilson, Gwen 23:42

I'm not sure in the delineator truthfully if that was something.

SR Shipman, Ryan 23:45

Yeah, I think I think the delineator is.

Is going to be required, I think, yeah.

MB McSwain (Volkert), Jackie B 23:56

We would send out an addendum for those items then.

LB Liam Boggs 24:04

OK. And then just to confirm in the.

In the.

In the bid items list item 19, the units showing a linear foot.

I believe that should be square foot.

Could you guys just confirm that the quantity seems correct?

I just, it looks like the unit was mistyped.

MB McSwain (Volkert), Jackie B 24:27

Right.

- PG** **Pritchard Wilson, Gwen** 24:27
What did that pay Adam for?
- LB** **Liam Boggs** 24:29
The timber bridge deck.
- SR** **Shipman, Ryan** 24:30
Any connection?
- LB** **Liam Boggs** 24:32
Checking.
- PG** **Pritchard Wilson, Gwen** 24:35
I got you, OK.
- SR** **Shipman, Ryan** 24:39
Oh, OK.
Add sketches K.
- PG** **Pritchard Wilson, Gwen** 24:48
We can double check that Jackie, just to make sure.
- MB** **McSwain (Volkert), Jackie B** 24:56
OK.
We'll check that as well.
- LB** **Liam Boggs** 25:01
There's all the questions I had.
Thank you.
- LE** **Loftis, Chad E** 25:08

The one other item that will be amended on the bid form is the structural steel item. It's line item number 11 that will be changed into a lump sum. The quantity will be called out in the actual item description.

MB **McSwain (Volkert), Jackie B** 25:40

Do you have any other questions?

If not, we appreciate your attendance and we look forward to your bids on Wednesday, February the 4th at 2:00 PM. Thanks.

LB **Liam Boggs** 25:58

Thank you.

NB **Nicole Boyle** 26:00

Thank you.

● **Moyle, Kristin (NCEM)** stopped transcription