



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JOEY HOPKINS  
SECRETARY

December 10, 2024

Contract No.: D13TOW.12541  
F. A. Number: 0026024, NHPP-026-1(199)6  
TIP No.: I-2513AA, I-2513B, I-4700  
WBS Element: 34165.3.GV2, 36030.3.GV4  
Route: I-40/I-240/I-26  
Counties: Buncombe

**Subject:** Mandatory Pre-Bid Meeting Minutes for Light & Heavy Towing and Recovery Program

The above subject pre-bid meeting was held on site at ABTCC Woodfin Campus (Classroom A) 24 Canoe Lane, Woodfin, NC 28804 as described in the proposal and the Notice to Prospective Bidders on Friday, December 6, 2024. Attendee roster is attached for reference.

Mr. Durwin Rice called the meeting to order at 10:05 AM after all attendees were signed in. Mr. Loftis explained that any questions asked of him after this meeting and any answers would be distributed to all parties in attendance.

Meeting topics discussed were as follows:

**Proposal:**

- Pre-qualified bidders
- Review Instructions for bidders on the paper bid process.
- Bid Bonds not Required
- Federal Wages Rates apply
- Contract time January 27, 2025, to January 26, 2026
- Due to speciality of this work the DBE goals of this project are 0%
- Restrictions on ITS Equipment and Services
- Use of Unmanned Aircraft System (UAS)
- This is a Multi-year Contract. 1 year with two 1-year renewal options for a mx of 3 years
- **Special Provisions**
- **More information on the below items can be found in the attached slides.**
  - Certified Payrolls will be required for this project.
    - Federal Minimum wages are in effect
      - Truck drivers are anyone driving a vehicle above 26,000 lbs
      - Labor is anyone driving a vehicle below 26,000 lbs
  - TIMs response Timeline
  - 1 Contractor/Vendor for light and heavy-duty towing
  - One zone for both types of towing

*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

*Location:*  
55 ORANGE STREET  
ASHEVILLE, NC 28801-2340

*Website:* [www.ncdot.gov](http://www.ncdot.gov)

- Storage Facility must be located 10 road miles from the project site
- Towing management software required
- Communication equipment required
- Awarded Contractor will be required to attend training during the life of the project.
- TIMS response training
- Capability requirements and preferred equipment
- Safety Tows
- All associated cost for requirements of the contract is to be included in monthly fee
- Performance Incentive measures
  - Notice to proceed and begin immediate removal are phrases that will be interchangeable in the Performance measures
  - NCDOT is paying for the contractor to be prompt
  - There are degrees of incident descriptions
    - Minor, Intermediate, and Major
  - Light Duty and Heavy Duty have different incentives
- Performance Disincentive measures
  - Like the incentives in reference to time.
- **Bid Form**
  - Total bid should be a total of monthly fee X Twelve (12) Months
  - Make sure to fill out Attachment B with your bid
- **Questions**
  - In the past tow truck drivers have been asked to do safety checks on vehicles on the side of the road that are not impending traffic?
    - This instance would be treated as a minor incident
  - Does the NCDOT anticipate that this contract will be extend beyond the first Year?
    - Yes

This completes the minutes for the pre-bid meeting as recorded. Any questions concerning the proposed contract prior to letting can be directed to Mr. Chad Loftis. at the following number (828)250-3000.

Sincerely,

DocuSigned by:  
  
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Mr. Chad Loftis  
 Division Contracts Engineer

cc: Tim Anderson, P.E., Division Engineer  
 Chris Deyton, P.E., Deputy Division Engineer  
 Scott Killough, Division Maintenance Engineer  
 Anna Henderson P.E. Assistant Division Maintenance Engineer  
 Nathan Moneyham, P.E., Division Construction Engineer  
 Jody Lawrence, Assistant Division Construction Engineer  
 Gabriel Johnson, P.E. Division Project Manager  
 Jennifer Portanova, P.E., State Transportation Systems Management & Operations Engineer  
 Durwin Rice, TIM Regional Coordinator- Mountain Region  
 Chad Franklin, Regional ITS Engineer  
 Doug Hayes, TIM Regional Coordinator- Triad Region  
 Alan R Brown, Division Staff Engineer