



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

January 22, 2026

DANIEL H. JOHNSON
SECRETARY

ADDENDUM # 1

Contract No. DN12203226
TIP No.: N/A
Federal Aid No.: To Be Determined
WBS Element: GMR14.HAY.1P, GMR14.JAC.1P, GMR14.SWA.1P, GMR14.HAY.2P,
GMR14.JAC.2P, GMR14.SWA.2P
County: Haywood, Jackson, and Swain
Description: ID/IQ Tree Clearing At Various Locations Throughout Haywood,
Jackson, And Swain Counties

Letting Date: January 27, 2026

Plan Holders

Content Summary: Pre-Bid Roster and Meeting Minutes

The above contract has experienced the following revisions:

1. Pre-Bid Roster (see attached)
2. Pre-Bid Meeting Minutes (see attached)

These revisions do not change bid items or the associated quantities.

Please insert this addendum letter and any attachments into the addendum section of the proposal and sign the verification. Thank you for your attention to this matter.

If you have any questions, please contact the Division Proposal Engineer at (828) 331-5200.

Sincerely,

Signed by:

29BD93927CF24F6...

Jeanette L. White, P.E.
Highway Division 14, Project Development-
Team Lead

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS - DIVISION 14
253 WEBSTER ROAD
SYLVA, NC 28779

Telephone: (828) 331-5200
Fax: (828) 331-5201
Customer Service: 1-877-368-4968

Location:
253 WEBSTER ROAD
SYLVA, NC 28779

Website: www.ncdot.gov

IDIQ Pre-Bid Meeting 1-20-26

DN12203231, DN12203230, DN12203226, DN12203227

<u>Name</u>	<u>Work</u>	<u>email</u>
James Hollingsworth	NCDOT	jehollingsworth@ncdot.gov
Natasha Williams	Clean Cuts Tree Svc	Odomgrading@hotmail.com
Chad Burchfield	Burchfields Tree Svc.	burchfield.chad@yahoo.com Vthh.com
JAMES LEE	LEE Debris Removal	Lee Debris Removal LLC
ANDY RUSSELL	NCDOT	jarussell@ncdot.gov
Phil Rogers	Phil Rogers land consultant	PhilRogers.lw@comcast.net
BJ Collins	Slew Foot Contracting	slewfootcontracting@gmail.com
Shawn Sims	L & E Mgmt SERVICES	Sims.Shawn@gmail.com
Matthew Austin	Austin Grading And Land Management LLC	austingradingnc@gmail.com
Elijah Craven	Stephen Kent Services Inc	KentServices145@gmail.com
Daniel Olson	NCDOT (HDR)	ext DR Olson@ncdot.gov
Cady Weddle	NCDOT	wweddle@ncdot.gov
Robert Adams	R & J Land clearing	rjlandclearingnc@gmail.com
Brody Sitton	NCDOT	bdsitton@ncdot.gov
Brat Baldwin	NCDOT	abbaldwin@ncdot.gov
Kenneth McDowell	NCDOT	KSMcDowell@ncdot.gov
Colby Orr	NCDOT	Mcoir@ncdot.gov



Pre-Construction Meeting Attendance Roster
Sylva, NC 28779
1-20-2025

DN12203231, DN12203230, DN12203226, DN12203227

Please Print Legibly

Name*:

Company Name**:

Email:

Phone No:

James Lee JTE Debris Removal 828-506-0578
Chad Burchfield Burchfields Tree Service burchfield.chad@yahoo.com 828-735-2508
Bryan Locklear/Sydney Sims L & E Land Mgmt Land Management @ gmail.com 864-483-4303 / 910-734-7135

*Person representing the company listed shall be an officer of the company or authorized employee to conduct business on behalf of the company.

**Company name shall reflect the full company name of the intended bidder. i.e. Division 14 dba The Department of Transportation



Pre-Construction Meeting Attendance Roster
Sylva, NC 28779
1-20-2025

DN12203231, DN12203230, DN12203226, DN12203227

Please Print Legibly

Name*:

Company Name**:

Email:

Phone No:

Phil Rogers Phil Rogers land consultant Phil Rogers, hensonm@gmail.com 828-200-2901
Elyan Craven Stephen Krat Services Kratservices145@gmail.com 828 361 3204

*Person representing the company listed shall be an officer of the company or authorized employee to conduct business on behalf of the company.

**Company name shall reflect the full company name of the intended bidder. i.e. Division 14 dba The Department of Transportation



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**Pre-Bid Meeting Minutes for DN12203226, DN12203227, DN12203230,
DN12203231 (SBE ID/IQ On-Call Tree Clearing at Various Location
Throughout Cherokee, Clay, Graham, Macon, Haywood, Jackson, and
Swain Counties)**

- **Introductions**

- District 3 Engineer: Andy Russell, PE (jarussell@ncdot.gov)
 - CHEROKEE, CLAY, GRAHAM, MACON

- **General Information**

- Pre-bid meeting for DN12203226, DN12203227, DN12203230, DN12203231
 - SBE ID/IQ On-Call Tree Clearing at Various locations in the following counties: Cherokee, Clay, Graham, Macon, Haywood, Jackson, and Swain.
 - Only bidders who have attended and properly registered (Sign-in Sheet) at this pre-bid conference will be considered prequalified to bid on these contracts/projects.
- This is an ID/IQ proposal, pay item quantities are taken to allow bids to be compared and awarded.
- This proposal/contract is SBE:
 - i. The bidder must possess the SBE certification at the time of bid opening. Double-check the Directory of Firms to make sure that has not expired; also contact the **Prequalification Management** Unit to make sure that the SBE certification will not expire prior to bid opening.
 - ii. The bid cannot be \$1M or higher. If your bid is \$1M or higher, do not submit the bid on let day; it will not be accepted.
 - iii. SBE contracts have a \$1M expenditure cap annually; work orders will not be written once that cap has been met.
- This will be a Non-Exclusive contract (i.e. multi-award). This means that more than one bidder may be awarded the contract. Award, at the work order

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
ANDREWS DISTRICT OFFICE
191 ROBBINSVILLE ROAD
ANDREWS, NC 28901

Telephone: 828-321-4105
Fax: 828-321-3228
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
191 ROBBINSVILLE ROAD
ANDREWS, NC 28901

level, will be decided based on which contractor has the lowest work order price for the scope at hand.

- **Do NOT submit unbalanced bid prices for any pay items.** For example: Do not charge a penny or a dollar or any substantially lower amount than what would be expected just because you don't think that you will not need the item. Here is the definition of UNBALANCED BID PRICE: A unit or lump sum bid price that does not reflect reasonable actual costs that the bidder anticipates for the performance of the item in question along with a reasonable proportionate share of the bidder's anticipated profit, overhead costs and other indirect costs.
- Let bidder know the following processes will be fast-tracked:
 - a. The Bid Review Meeting will be held the next day, 01/28, in the afternoon, to review bids and determine award for District 3 proposals DN12203227 and DN12203231.
 - b. The D14 Contracts staff will call awardees as soon as the Committee decides and the award letters will follow via email later that day.
 - c. A field meeting will be held sometime on 01/29 to brief the contractor on A-0009CD site (which will be the first work orders generated from the contract) along with environmental concerns.
 - d. No work can begin until the Contract and individual work orders have been executed **AND** a purchase or number has been generated.
 - e. The duration for submitting post-award documents will NOT be 14 days but instead will be due on 02/02, at 10:00 AM. The post-award documents required are:
 - i. Certificate of Insurance (COI) shall contain the following, or it will not be accepted (make sure to convey this to your insurance agent):
 1. Submitted on the most current revision of ACORD 25 form.
 2. Insurer(S) Affording Coverage names and NAIC numbers shall match the NAIC State Based System verbatim as these appear on the website. No additions or abbreviations.
 3. Commercial General Liability - Each Occurrence:
 - a. Shall have a minimum of \$5M in coverage. EXCESS LIAB and/or UMBRELLA LIAB can be used to achieve part or all this coverage.
 - b. The cell labeled ADDL INSD shall be checked for all the coverages used.
 - c. Endorsement for each coverage shall be provided.

4. Commercial General Liability - General Aggregate:
 - a. Shall have a minimum of \$5M in coverage. EXCESS LIAB and/or UMBRELLA LIAB can be used to achieve part or all this coverage.
 - b. The cell labeled ADDL INSD shall be checked for all the coverages used.
 - c. Endorsement for each coverage shall be provided as an attachment.
5. Automobile Liability – as required by North Carolina law.
6. Workers Compensation and Employers' Liability – as required by North Carolina law.
7. Under DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES, provide the following information:
 - a. The contract ID.
 - b. The description of work as listed on the proposal cover.
 - c. The location description as listed on the proposal cover.
 - d. The following wording shall be included: “The State of North Carolina are included as additional insured where required by written contract with respect to General Liability and Umbrella Liability.”

ii. Execution of Contract (EOC):

1. Shall be on the post-bid form for the business entity under which you are operating (i.e. Corporation, LLC, etc...) Note: this is not the pre-bid which is the form that you submit with your bid. These forms can be downloaded from: <https://connect.ncdot.gov/letting/Pages/Central-Letting-Forms.aspx> Execution Form (Post-Bid)
2. Be sure that the form is properly executed with signatures; Corporations will also require a corporate seal.
3. Be sure the header section of all 3 pages include the following:
 - a. Contract ID.
 - b. All counties listed on the coverage page of the proposal.

- Should any bidder have any questions, after the pre-bid meeting has adjourned, have them email D14contracts@ncdot.gov.
 - ID/IQ: ID = Indefinite Delivery; IQ = Indefinite Quantity.
This method of contracting is for on-call services, when the Department does not know the exact quantities needed or exactly when those on-call services will be needed. All quantities are token values that will allow the Department to compare bids. Work orders will be issued by the Department to the Contractor, once scope and times are established by the Department.

- **General Information**

- Let Date: January 27, 2026

- **For District 2**

- **Date of Availability: February 23, 2026**
- Completion Date: February 22, 2027
 - DOA and Completion Date set with each work order individually and separately from overall contract time.

- **For District 3**

- **Date of Availability: February 9, 2026**
- Completion Date: February 8, 2027
 - DOA and Completion Date set with each work order individually and separately from overall contract time.
- **Bonding requirements:** The work order dollar amount will drive the bonding payment and performance requirements. If a work order is **valued at or over \$450,000**, then payment and performance bonds will be required. The need for contract payment and performance bonds will be determined at the Work Order Assignment level. The Work Order Assignment will notify the Contractor of an award of a project and if required, to provide contract payment and performance bonds per Article 103-7 of the Standard Specifications.
- **Mobilization:** There will be no direct pay for Mobilization as it will be **incidental to the other bid items**. There will be no minimum quantities for any line item associated with a particular mobilization.
- **Liquidated Damages:** The Contractor shall mobilize and complete the work within the time specified on the agreed to (by all parties) Work Order Assignment. Failure to complete the work by the completion date may result in the application of liquidated damages. Liquidated damage amounts will be based on the work order estimate and the liquidated damage table provided in the proposal.

Renewal of Contract (CPI Price Adjustment) For ID/IQ: The Contractor shall submit a bid for one year. At the option of the Department, this contract may be extended for Two (2) additional periods of one year each (maximum (3) three

years total). The compensation payable to the contractor shall be fixed for the first twelve months of this contract. However, upon an application of renewal of the contract, or thirty days prior to the end of each contract period, the renewal contract may be adjusted to reflect the adjustment in the Consumer Price Index over the latest twelve month period as published by the US Bureau of Labor and Statistics.

- **ICT #1: Shall not narrow or close a lane on ANY ROAD during Monday through Friday 7-8AM or 5-6PM.** In addition, **holiday and holiday weekend** restrictions are detail in the proposal for this ICT.
- DBE Goal = 0%
- **Federally Funded Project: Certified Payrolls will need to be submitted** as required for dates of the Work Order Assignment (including No Work dates)

- **Project Special Provisions**

- Roadway
 - The daily hours of operation shall be from Sunrise to Sunset, Monday thru Sunday, or otherwise approved by the Engineer.

- **Work Zone Traffic Control Items PER DAY**

- Two Lane Work Zone Traffic Control
- Multi-Lane Work Zone Traffic Control
- Shoulder Closure Work Zone Traffic Control
- Work Zone Education Verification website:
<https://connect.ncdot.gov/site/wz-eva/Pages/default.aspx>

- **Questions and Answers**

Question: How long does contractor have to respond to a proposed work order?

Answer: Work Order Responses need to be provided in a timely manner (3 days).

Question: How is the date of availability and completion timeframe determined for work orders?

Answer: Project Specific Date of Availability and Completion Date TBD per respective work order.

Question: Can generated vegetative debris and mulch be stockpiled at contractors private property?

Answer: No, Vegetative Debris and Mulch shall be properly disposed of at an approved waste site or landfill with an approved reclamation plan.

DocuSigned by:

Andy Russell

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