



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN

GOVERNOR

July 9, 2026

DANIEL H. JOHNSON

SECRETARY

ADDENDUM # 1

Contract ID: DN12231962
TIP: N/A
Federal Aid: State Funded
WBS: GMR14.CHE.1PT, GMR14.CHE.2PT, ETC...
County: Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Polk, Swain And Transylvania
Description: ID/IQ Sign Services Along Various Segments Of Primary And Secondary Routes In All Ten Counties Of Division 14

Letting Date: July 14, 2026

Plan Holders

Content Summary: Pre-Bid Meeting Roster and Minutes

The above contract has experienced the following revisions:

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

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

There is no ebsx addenda file associated with this addendum.

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

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

Sincerely,

DocuSigned by:
Laura Greene
619ED0237B0F442...
Laura Greene

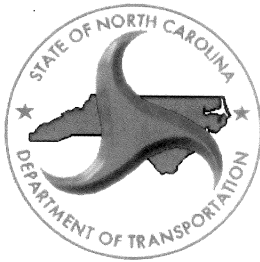
Assistant Division Proposal Engineer

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

Website: www.ncdot.gov

Location:
253 WEBSTER ROAD
SYLVA, NC 28779



DN12231961

Pre-Bid Meeting Attendance Roster

DOT Div 14, 253 Webster Road Sylva, NC 28799

Date 6 July 2026

Please Print Legibly

Name*:

Company Name**:

Company Address

Steven M Buchanan	NCDOT	233 Webster Rd, Sylva
Darryn Knight	NCDOT	233 Webster Rd. Sylva
Bruce Cochran	Thomas Richmond Moving	2185 old us 25, Zirconia
Blythe Hill	Blythe Moving Inc	1078 Summit Springs Rd Flat Rock
Wade Lackey	Reynolds Fence and Guardrail	9320 State Rd 1544 Indian Trail NC 28079
Chris Fletcher	TCCS	4960 Indiana Ave WS NC.
James Hollingsworth	NCDOT	345 Toots Hollow Rd Bryson City
Daniel Olson	NCDOT	345 Toot Hollow Rd. Bryson City
Tommy Sutton	NCDOT	233 Webster Rd, Sylva

*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

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

DIVISION 14

Minutes of Pre-Bid Meeting

MEETING DETAILS

- **Project / Contract:** Sign IDIQ Contract (State & Federal Provisions)
 - **Meeting Date:** July 6, 2026
 - **Contract IDs:** DN12231961, DN12231962
 - **Meeting Time:** 1:30 PM EDT
 - **Location:** Division 14 Office / Conference Recording
 - **Chair / Facilitator:** Daniel R. Olson (HDR)
 - **Purpose:** Mandatory Pre-Bid Briefing & Compliance Review
-

1. Welcome & Administrative Opening

- **Call to Order:** The meeting was called to order at 1:30 PM by Daniel R. Olson.
 - **Recording Notification:** Attendees were notified that the session was being recorded for the strict purpose of compiling accurate meeting minutes.
 - **Roster Review:** Attendance was documented via the official sign-in registry. It was noted that while a phone registry is maintained, individual email addresses are not a mandatory field on the baseline sign-in sheet.
-

2. Proposal Submission & Clerical Compliance Checklist

The Chair emphasized that **this marks the third attempt to let this specific contract**. Previous iterations failed to advance due entirely to clerical and administrative errors during bid submission. Bidders were strongly directed to utilize pages 6 and 7 ("Instruction to Bidders") as a mandatory 14-point checklist.

Key submission mandates highlighted include:

- **Complete Packages:** Bidders must download and submit the entire proposal package.
- **Addenda Acknowledgement:** Any subsequent clarifications or questions will be published formally as an addendum online. These addenda must be printed, signed, and physically enclosed with the final bid package.

- **Execution in Ink:** All proposal sheet entries must be typed or executed in ink (computer printouts are accepted as ink).
 - **Error Correction Protocol:** Erroneous entries must not be scribbled out or altered. Bidders must draw a single clean line through the error, initial beside it, and write the corrected figure.
 - **Arithmetic Accuracy:** Every line item requires a unit price and a calculated total. Bidders are urged to utilize spreadsheet software (Excel) to prevent arithmetic errors, which trigger immediate disqualification.
 - **Corporate Entity Alignment:** Signature pages must align precisely with the bidding entity's legal structure (e.g., specific forms for LLCs vs. Corporations).
 - **Separation of Signatures:** The individual executing/submitting the bid cannot legally act as the witness. The witness must be a separate individual.
 - **No Conditional Terms:** Unauthorized additions, deletions, or conditional clauses will result in an immediate rejection of the bid.
-

3. Key Contract Terms & Operational Changes

Department staff outlined critical operational adjustments, parameters, and structural updates for the 2026 contract:

- **Deadlines:** Bids are due no later than **July 14, 2026, at 2:00 PM.**
 - **Timeline & Extensions:** The date of availability is established as **August 10, 2026.** The initial contract is valid for one year (ending **August 9, 2027**), with options for two (2) subsequent one-year extensions upon mutual agreement.
 - **Funding Cap:** Spending is capped at a maximum of **\$5,000,000 per fiscal year.**
 - **MMS Terminology Shift:** In compliance with federal guidelines, standard work assignments are officially designated as **Work Orders** instead of "mobilizations." The term "mobilization" is now strictly reserved for designated *emergency* field deployments.
 - **Turnaround Time:** Contractors have a strict window of **three (3) business days** to respond to, sign, and return a issued Work Order.
 - **Time Constraints:** Deadlines for individual Work Orders will be structured reasonably relative to the scope of work requested (e.g., large-scale overhead or layout projects will receive proportional scheduling). Standard holiday and time restrictions apply unless otherwise noted case-by-case.
-

4. Material & Line Item Adjustments

- **Traffic Control Units:** Traffic control units for multi-lane configurations have been reverted **back to an "Each" basis**, moving away from the "Per Day" model utilized in previous drafts.
- **Sidewalk Item Omissions:** Sidewalk-related line items have been removed from the contract due to low projected volume. In the event of an ADA accessibility conflict in a

work zone, crews are expected to temporarily move equipment to allow pedestrians safely through the zone rather than deploying standalone pedestrian traffic control.

- **Square Tube Posts:** Line items have been introduced for varying dimensions of square tube posts. While traditional U-channel remains preferred for primary and secondary roads due to local driving/soil conditions, square posts and surface mounts will be utilized on concrete structural islands.
 - **Logo Signage:** Bidders were reminded that logo signage operations have been largely privatized; minimal volume should be anticipated on these lines outside of incidental relocations.
 - **Quantity Volatility:** Quantities provided in the IDIQ proposal sheets are fluid estimates based on projected funding. Actual field assignments may fluctuate significantly, with a noted possibility of an increased volume of **Type A and overhead sign assignments** relative to baseline estimates.
-

5. Invoicing & Financial Controls

- **Direct Invoicing:** This contract does not operate as a standard TIP project where quantities are automatically pulled. Contractors are required to submit formal, physical invoices directly to the Division 14 office upon completion of work.
 - **Funding Stream Separation:** Because single Work Orders often draw from blended state and federal funding streams, contractors may be requested to provide itemized invoice breakdowns by specific line item or geographic segment to facilitate accurate cost allocation.
-

6. Question Window & Legal Restrictions

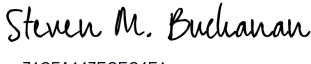
Following the adjournment of this meeting, NCDOT staff are legally barred from discussing the terms of this contract directly with any prospective bidders.

- **Inquiry Deadline:** All further clarifying questions must be submitted via email by **tomorrow night (July 7, 2026) at midnight**.
 - **Sole Point of Contact:** All correspondence must go strictly to the Division 14 Contracts Officer:
 - **Contact:** Jeffrey Alspaugh
 - **Email:** d14contracts@ncdot.gov
-

7. Adjournment

Hearing no immediate questions from the floor, the briefing was concluded. The meeting adjourned at approximately 1:52 PM.

Minutes compiled by: Olson (HDR), Daniel R.

DocuSigned by:

71CFA147ECEC4E1...
07/07/2026