



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

January 11, 2024

CONTRACT: 12108366
WBS ELEMENT: 2RE.102513
COUNTY: CRAVEN
ROUTE: US 17
DESCRIPTION: TREE TRIMMING ALONG US 17 IN CRAVEN COUNTY

A Pre Bid meeting was held for the above referenced project on January 10, 2024 at 1:00 pm at the Division 2 Conference Room. Those in attendance are on the attached sign in sheet.

Ms. Moore began the meeting with reviewing the proposal. Items that were highlighted were;

- The importance of following the Instructions to Bidders to ensure your bid documents are correct.
- Contractors need to make sure they are a prequalified SBE Contractor prior to bid day.
- Contract time starts March 1, 2024, and the completion day is May 31, 2024.
- No work allowed from Sunset to 8:00 am on weekdays, on Holidays, or for unexpected occurrences per ICT #1. Liquidated damages are \$250 per hour.
- Contractors must adhere to 2024 Standard Specifications.
- An addendum will be issued to include SP01_G002 Interested Party List Not Required. The Contractor should sign the Addendum Acknowledgement page and replace the Table of Contents and General Standard Specifications (G Numbered Pages) in the downloaded proposal.
- If an addendum is issued after January 17th, 2024, the let date will be extended to January 31, 2024.

Mr. Sparrow continued to highlight the following:

- There is 8.1 lane miles to be trimmed. Areas to be trimmed are mapped. The areas are flagged and staked on US 17. The GPS coordinates can be found on the maps in the proposal.
- The Contractor is responsible for any damage to adjacent shoulders, ditches, medians, paved area or other facilities whether public or private and shall be repaired to the satisfaction of the Engineer.
- There is no payment to be made for Mobilization.

- Tree trimming should be done by Telescopic Boom (Giraffe) Trimmer. Trees shall be trimmed to a horizontal clearance of 40 ft. from the edge of travel lane or timber line. For this contract, most places will be trimmed to the timber line.
- The timber line is fully mature trees.
- Trees that are leaning and may die if trimmed shall be cut and removed so they don't fall into the travel way.
- Limbs shall be trimmed as close to the tree trunk as possible.
- Debris must be removed from the right-of-way. The method is at the Contractors discretion.
- Wood chips may remain on the right-of-way if spread so that a rotary or flail mower can pass. Some areas that are trimmed will need wood chips moved to other areas.
- All debris produced shall be removed by the end of that workday. A liquidated damage of \$350.00 per occurrence will be assessed if debris are not removed.
- A stockpile of debris can be maintained off of the right-of-way.
- Temporary work zone signs must be maintained. There is no need for stationary work zone signs.
- Flaggers will be needed for traffic control. A pilot car may be needed. This will be determined by the length of the work zone.
- Automatic Flaggers are acceptable. The controller must be able to see both traffic ques.
- Stationary Work Zone should be used. Contractor should not be able to trim fast enough to utilize a Mobile Work Zone.
- Safety vests must be worn at all times while on the project. This fine is separate from any fines that may be given by OSHA. The safety vests must have a tag and meet the ANSI/ISEA 107-2004 Class 2 Standards.
- Crash Attenuators are not required.
- Speed Limit is 55 mph. AADT is 8500 in 2022.
- US 17 is a main corridor to the beach. Traffic will increase on Fridays beginning in April.
- Trees should be cut on one side of the road per day. Traffic Control will not allow for Contractor to move sides of the road quickly.
- The majority of the work is on the north bound side of the road.
- The right-of-way is 100 ft. There is a railroad track that parallels on the northbound side.
- The Bat Moratorium is not applicable due to this contract being a trimming contract.
- The Contractor shall have a Certified Flagger and a Certified Supervisor on the project.
- Please see the attached Certificate of Insurance Example for the requirements that were updated in the spring of 2023.
- Subletting is allowed. The Contractor shall self-perform a minimum of 40% of the contract.
- Little Swift Creek Volunteer Fire Department is located within the project area. Contractor should give priority to any rescue vehicles along US 17.

Sincerely,

DocuSigned by:
Mary Voelker Moore
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Mary Voelker Moore, PE
Division Contract Engineer

cc: Mr. Vann Sparrow
Mr. Marshall Gibbs
Mr. Jordan Davenport, PE
Ms. Mary Beth Houston, PE
Mr. Jeremy Stroud, PE
Ms. Heather C. Lane, PE
Ms. Debra Roberson

