



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

June 6, 2024

CONTRACT: PR5936
WBS ELEMENT: TBD
COUNTY: BEAUFORT, CARTERET, CRAVEN, GREENE, JONES,
LENOIR, PAMLICO, AND PITT
ROUTE: TBD
DESCRIPTION: 2024 CUT AND SHOVE IDIQ IN DIVISION 2

Pre-Bid Meeting Notes

A Pre Bid meeting was held for the above referenced project on June 5, 2024 at 2:00 pm at the Division 2 MOST 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.
- Contract time starts July 1, 2024 and the completion day June 30, 2025. Upon mutual agreement, the contract can be renewed for 2 additional years. There will be a 3% increase per renewal.
- This is a non-exclusive contract and can have more than one award
- These are Federal Contracts and require Certified Payrolls

Mr. Davenport and Ms. Houston continued to highlight the following:

- A cut and shove crew consists of 2 chainsaw operators, a piece of mechanical equipment with an operator, and a supervisor (which may be a part of the crew). The total minimum 3 employees per crew
- OSHA approved Safety vests must be worn at all times while on the project. All equipment shall have strobe lights and a working back up alarm.
- Operations are limited to daylight hours.
- All debris must be shoved a minimum of 3 feet from the edge of pavement. Hangers within 16 feet of vertical clearance of pavement shall be cut and shoved a minimum of 3 feet from the pavement.

- The Contractor shall provide a list of equipment and personnel to the Engineer upon arrival. Once approved, and all equipment and personnel are at the designated site, Contractor will be paid 4 hours for mobilization compensation.
- As long as all equipment and personnel remain on site, the Contractor will receive hourly rate up to 8 hours per day for staging.
- No payment will be made if equipment or personnel leave the site. The Contractor is on-call and required to respond within one hour once notified.
- The Contractor will be paid for any hour worked once actual work has begun. No payment will be made for down-time including meals, equipment failure, and inclement weather.
- No payment will be made for demobilization.
- No additional payment will be made for crews over 3 people.

Sincerely,

DocuSigned by:
Mary Voelker Moore
714C11DCCEBC4C6...

Mary Voelker Moore, PE
Division Contract Engineer
Division Contract Engineer

cc: Mr. Jordan Davenport, PE
Ms. Mary Beth Houston, PE
Ms. Heather C. Lane, PE
Mr. Danny Koonce

Name	Company Name and Address	Phone	Email
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Mary Beth Houston	NCDOT	252-775-6100	mbhouston@ncdot.gov
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