



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

July 24, 2015

CONTRACT: 11516503
WBS ELEMENT: 2B.101611, 2B.201611, 2B.102511, 2B.202511, 2B.106911, 2B.206911, 2.101615,
2.201615, 2.102515, 2.202515, 2.106915, 2.206915
COUNTY: Carteret, Craven and Pamlico
ROUTE: Various
DESCRIPTION: Cutting and Removal of Vegetation and Debris at Designated Bridges, Culverts, Pipes,
Guardrails and Guiderails
TO: Perspective Bidders

Pre-Bid Meeting Notes

A Pre Bid meeting was held for the above referenced project on July 23, 2015 at 10:00 am at the Division 2 Conference Room.

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

- The importances of following the Instructions to Bidders to ensure your bid documents are correct.
- Contractors need to make sure they are a certified SBE contractor prior to bid day.
- Liability Insurance requirements are found in the proposal and the 2012 NCDOT Standard Specifications.
- The 2012 NCDOT Standard Specifications are referenced several times in the proposal, and all Contractors should be familiar with it. If you do not have a copy, it can be downloaded at the following website
 - <https://connect.ncdot.gov/resources/Specifications/Specification%20Resources/2012%20Standard%20Specifications.pdf>
- No work may be performed on this project on Sundays and Legal Holidays.
- Traffic control must follow all NCDOT and MUTCD policies. All workers shall wear approved reflective vests. ANSI III are preferred and ANSI II are required.
- Cutting and removal of vegetation does not include items over 3" in diameter. For example a fallen tree with diameter of 18" would not be the responsibility of the contractor.
- The normal cutting areas are as described in the proposal, but the existing cut lines should be easy to see. These areas have been maintained on a normal schedule.
- There are some areas that are larger than the normal cutting area, for example when guard rail surrounds a sign the contract will be expected to mow between the two lines of guardrail.
- Litter pick-up is required and should be taken into consideration when determining the bid prices. If litter is not picked up, work in that area will not be paid for, until the litter is picked up.
- The contractor is required to have a qualified work zone supervisor that meets the requirements of section 1101 of the 2012 NCDOT Standard Specifications. More information on training can be found at the following website
 - <https://connect.ncdot.gov/projects/WZTC/Pages/Training.aspx>
- The importance of completely filling out the Execution of Bid and the Bid Form.
- Mr. Greg Rayburn reviewed the maps and the meanings of the markings.

Please see Addendum 1 for the addition of the "Substitute Form W-9", that will be required with your bid.

MAILING ADDRESS:
DIVISION TWO - OPERATIONS
P.O. BOX 1587
GREENVILLE, NC 27835

TELEPHONE: (252) 439-2800

WEBSITE: WWW.NCDOT.GOV

LOCATION:
1704 N GREENE ST
GREENVILLE, NC

There being no further business, the meeting was adjourned.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Lentine". The signature is fluid and cursive, with a prominent initial "S" and a long, sweeping underline.

Sarah Lentine
Division Contract Officer

cc: Mr. John Wells
Mr. Greg Rayburn