



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

August 10, 2018

CONTRACT: 11806321  
WBS ELEMENT: VARIOUS  
COUNTIES: DIVISION 2 – CARTERET, CRAVEN, GREENE, JONES,  
LENOIR AND PITT  
ROUTES: VARIOUS  
DESCRIPTION: PROFESSIONAL LANDSCAPE PLANT BED AND MOWING  
MAINTENANCE

**Pre-Bid Meeting Notes**

A Pre Bid meeting was held for the above referenced project on August 8, 2018 at 10:00 am 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 the day the Purchase Order is Issued and the completion day is one year from the date of availability. The contract can be extended if mutually agreed upon for four additional years.
- Contractor is responsible for traffic control and meeting the requirements.
- Safety vests must be worn at all times while on the project. The Department may assess a fine of \$100 for each occurrence of a violation. This fine is separate from any fines that may be given by OSHA.
- Liability Insurance requirements are found in the proposal and the 2018 NCDOT Standard Specifications.
- The Contractor is required to have a Pesticide License and included the license as an attachment to the bid package.
- There should be one plant bed maintenance cycle per month for the entire year. This should include litter cleanup and weeding. This can be done during a

- mowing cycle. Liquidated Damages is \$100 per day for failure to complete the monthly cycle.
- There should be two mowing cycle per month from May to September. This should include litter cleanup since the Contractor should not mow over litter. Liquidated Damages is \$100 per day for failure to complete the monthly cycle.
  - Plants are well established. Contractor will be responsible for any damage to plants.
  - 1/5 of the 11 sites will be mulched per year. Plant beds should be fertilized before mulch. Mulch should be double shredded hardwood mulch that is not artificially colored. Mulch sample should be provided before applied. Mulch locations will be determined yearly.
  - Pesticide reports should be included monthly with invoices.
  - Site Location Detailed Picture were reviewed by Van Sparrow. The following additional information was given:
    - Site 1- Mow up to natural area and keep the natural area weed free.
    - Site 8- Mowing should be from the edge of pavement to the edge of pavement and to the rock swale. The rock swale should be sprayed or mowed by weed eater.
    - Site 10- Mowing should be from the back of daylily bed to the edge of pavement of the ramp. There will be no mowing near US 264. The planted bridge ends should be weeded.
    - Site 11- No maintenance or mowing is to be performed in the wildflower beds. The ditch on the sound side of NC 24 holds water. The NCDOT will mow ditch before Contract is awarded. The ditch will be maintained better than shown on pictures.
  - Mulch will be placed around perimeter of beds except for beds that contain juniper, crepe myrtles, and day lilies.
  - No work may be performed on this project on Holidays and Holiday Weekends as listed in the Contract.
  - Some sites are located on roadways with speed limits above 55 mph. Be aware of the proper work zone signing is needed for these location. (High-rise Signing).
  - Parking should not be an issue for any site. Shoulder closures are needed for mowing and plant bed maintenance. Lane closures may be needed for mulch placement.
  - Any questions should be submitted by August 17, 2018 in order for any necessary addendums to be issued.
  - The importance of completely filling out the Execution of Bid and the Bid Form.
  - Return the **ENTIRE** proposal to the Division 2 Project Development Office at 1037 W.H. Smith Blvd, Greenville NC.

After the pre-bid the question was asked regarding the requirement for the Work Zone Installer Certification. This certification will be required on locations that have a speed limit above 55 mph. The new requirements are attached.

**SITE LOCATION DETAILED PICTURES**

Site Location Detailed Pictures are available at the Division 2 website:

[https://connect.ncdot.gov/letting/Pages/Letting-List.aspx?let\\_type=2&let\\_status=Advertised.](https://connect.ncdot.gov/letting/Pages/Letting-List.aspx?let_type=2&let_status=Advertised)

Sincerely,

DocuSigned by:  
*Mary Voelker Moore*  
714C11DCCEBC4C6...

Mary Voelker Moore, PE  
Division Contract Engineer

cc: Mr. Jeremy Stroud, PE  
Mr. Van Sparrow  
Ms. Claudia Wainwright





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DATE: November 7, 2017  
TO: NCDOT, AGC, CAPA, ATSSA and  
NCDOT approved Trainers  
FROM: Steve Kite, PE, State Work Zone Engineer  
SUBJECT: Revised Work Zone Certification Requirements

DocuSigned by:  
*Steve Kite*  
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The Work Zone Traffic Control Section has re-evaluated its certification programs after several years of implementation and has made a few significant changes to the program. We believe these changes will make it simpler and easier to get the required training as well as a less confusing method for keeping up with the employees' certification records. Below are the new requirements for the Work Zone Supervisor, Work Zone Installer (new), and Flagger certifications.

### Work Zone Supervisor Certification

All personnel in charge of overseeing work zone temporary traffic control operations and installations inside the highway right of way will be trained in an NCDOT approved Work Zone Supervisor Course. Each will be required to have 2 years of traffic control experience in flagging and lane closure installation. It is the responsibility of each employer to ensure accurate records are maintained. NCDOT will no longer issue cards or keep records on the Certification/Recertification of employees outside of our agency. Each Division will maintain training records for their employees. Upon award of contract and before work begins, the Contractor shall provide the Engineer the Work Zone Supervisor certifications with expiration dates for employees. A card issued by the certifying firm that shows the dates of certification/expiration or the employer certification will suffice. The Work Zone Supervisor shall ensure all employees who perform traffic control duties on the project have the proper training and certifications to safely and accurately perform the work they are required to do.

Recertification Requirements- Work Zone Supervisors shall be recertified every 4 years. The date is based on when they were issued their certification (card or certificate) from the approved training agency or company.

Virginia/South Carolina Certifications-If a Work Zone Supervisor has been certified in Virginia or South Carolina, we will accept that certification for a period of 1 year. After the year, the

Work Zone Supervisor is required to be re-certified in North Carolina by an approved trainer or self-certified trainer provided the below conditions are met.

Self-Certification Trainer. Companies that perform internal training for their employees and do not train outside their company are allowed to self-certify their employees provided the following requirements are met.

**The Self Certification trainer shall be a Certified Work Zone Supervisor with a minimum of 8 years of highway/traffic control experience with 4 years as a Certified Work Zone Supervisor. The trainer will also be required to recertify with an outside training agency every 4 years.**

Any company desiring to train and certify work zone supervisors shall submit their trainer as well as their training materials and certification exam to the Work Zone Traffic Control Section for approval. The Work Zone Traffic Control Section reserves the right to keep a copy of these training materials for comparison purposes.

The exam must have a minimum of 25 questions on Division 11 of the Specifications and Roadway Standard Drawings, 25 Questions on Rural Resurfacing and Interstate Resurfacing requirements as well as proper methods/best practices of installation/removal of lane closures and road closures, 30 questions on the use of Changeable Message Signs, Work Zone Presence Lighting, Digital Speed Limit Signs, Sequential Flashing Lights, High Visibility Devices, portable traffic signals/AFADS. In addition, a minimum of 20 questions covering information contained in a Transportation Management Plan is required. The exam format will be approved by NCDOT. An exam score of 80 or above is required to be certified. Retesting is permissible until the employee scores 80 or above.

**Work Zone Installer Certification (New): Implementation Date-July 1, 2018**

All personnel involved with installation of lane closures or road closures on interstates and high speed freeways will be trained in an NCDOT approved installer course. Each member of a traffic control crew that installs lane closures or road closures in highly developed urban work zones will also be required to be trained. It is the responsibility of each employer to ensure accurate records are maintained. NCDOT will not keep records or issue cards on the Certification/Recertification of employees. Upon award of contract and before work begins, the Contractor shall provide the Engineer the work zone installer certifications with expiration dates for employees. A card issued by the certifying firm that shows the dates of certification/expiration or the employer certification will suffice.

Recertification Requirements- Work Zone Installers shall be recertified every 4 years. The date is based on when they were issued their certification (card or certificate) from the approved training agency or employer.

Virginia/South Carolina Certifications- If they have been certified in Virginia or South Carolina, we will accept that certification for a period of 1 year. After the year, the Work Zone Installer is required to be re-certified in North Carolina.

Self-Certification- Companies that perform internal training for their employees and do not train outside their company are allowed to self-certify their employees provided the following requirements are met. The company must have an NCDOT approved Certified Trainer as defined herein above perform the Installer training.

They must submit their trainer as well as their training materials and certification exam to the Work Zone Traffic Control Section for approval. The Work Zone Traffic Control Section reserves the right to keep a copy of these training materials and certification exam for comparison purposes. The exam must have a minimum of 25 questions on Division 11 of the Specifications and Roadway Standard Drawings, a minimum of 15 questions on proper methods/best practices of installation/removal of lane closures and road closures, and a minimum of 10 questions on the use of Changeable Message Signs, Work Zone Presence Lighting, Digital Speed Limit Signs, Sequential Flashing Lights, High Visibility Devices, portable traffic signals/AFADS. The exam format will be approved by NCDOT. Each installer must score 70 or above to be certified. Retesting is permissible until the employee scores 70 or above.

### **Work Zone Flagger Certification**

All personnel involved with flagging operations whether lanes are closed or not will be trained in an NCDOT approved flagging course. Each member of a traffic control crew that controls traffic with a "STOP/SLOW" paddle will be required to be trained. It is the responsibility of each employer to ensure accurate records are maintained. NCDOT will not keep records or issue cards on the Certification/Recertification of employees. Upon award of contract and before work begins, the Contractor shall provide the Engineer all work zone certifications with expiration dates for employees. A card issued by the certifying firm that shows the dates of certification/expiration or the employer certification will suffice.

Recertification Requirements- Work Zone Flaggers shall be recertified every 4 years. The date is based on when they were issued their certification card or certification certificate from the approved training agency or employer.

Virginia/South Carolina- If they have been certified in Virginia or South Carolina, we will accept that certification for a period of 1 year. After the year, the Flagger is required to be re-certified in North Carolina.

Self-Certification- Companies that perform internal training for their employees and do not train outside their company are allowed to self-certify their employees provided the following requirements are met. The company must have a Certified Trainer through a NCDOT Approved Flagger Trainer program or as defined herein above perform the training. They must submit their trainer as well as their training materials and certification exam to the Work Zone Traffic Control Section for approval.

The Work Zone Traffic Control Section reserves the right to keep a copy of these training materials and certification exam for comparison purposes. It must have a minimum of 20 questions on Roadway Standard Drawing 1101.02, sheets 1 and 2. 15 questions on proper methods/best practices of flagging traffic for standard lane closures on 2 lane roadways, flagging

traffic at haul road crossing, and controlling traffic for shoulder operations where the lanes are open, and 15 questions on the use of proper personal protective equipment, communication with the public, proper positioning, hand signaling, escape, night flagging, portable signals/AFADs. The exam format will be approved by NCDOT. Each flagger must score 70 or above to be certified. Retesting is permissible until the employee scores 70 or above.

The above requirements will become effective immediately and if anyone has any questions, feel free to contact me at [skite@ncdot.gov](mailto:skite@ncdot.gov) or Roger Garrett at [rmgarrett@ncdot.gov](mailto:rmgarrett@ncdot.gov).

Cc:

Joe Hummer, PE, Traffic Management Engineer  
Berry Jenkins, PE, Carolina's AGC President  
Artie Livingston, President Carolina's ATSSA Chapter  
Ellis Powell, PE, CAPA President  
Lamar Sylvester, PE State Construction Engineer  
Division Engineers  
NCDOT Approved Training Companies