



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

August 15, 2022

CONTRACT: 12042104
WBS ELEMENTS: VARIOUS
COUNTIES: BEAUFORT, CARTERET, CRAVEN, GREENE, JONES,
LENOIR, PAMLICO, AND PITT
ROUTES: VARIOUS
DESCRIPTION: CUTTING AND REMOVAL OF VEGETATION AND DEBRIS
AT DESIGNATED BRIDGES, CULVERTS

Pre-Bid Meeting Notes

A Pre Bid meeting was held for the above referenced project on August 11, 2022 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.
- Return the **ENTIRE** proposal to the Division 2 Project Development Office at 1037 W.H. Smith Blvd, Greenville NC.
- Contractors need to make sure they are a prequalified SBE Contractor prior to bid day. The Office of Civil Rights request the SBE Application for Certification Form to be submitted one week prior to bidding.
- Contract time starts the day the Purchase Order is October 1, 2022, and the completion day June 30, 2023. The contract can be extended if mutually agreed upon for an additional 2 years. The extensions will be for a State Fiscal Year of July 1 to June 30th.
- No road closures on Holidays, Sundays, or for unexpected occurrences per ICT #2. Liquidated damages are \$300 per hour.
- ICT #3 established the mowing cycles. Three months are given for the Contractor to complete the first cycle. Two months are given for each subsequent cycle (2 per year). Liquidated damages are \$300 per day for each cycle not completed.
- CPI Price Adjustment will be used to determine the renewal cost adjustment of the line items.

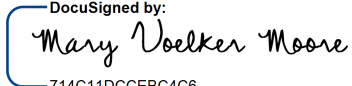
- All claims for additional time or compensation should be made in writing as soon as possible to the incident.

Mr. Sparrow continued to highlight the following:

- Details of the area to be mowed is shown on page 55 of the proposal. There are some exceptions to the 45' of mowing on Primary and 35' of mowing on Secondary. An example are the bridges in New Bern. The contractor will be required to mow to the toe of the slope.
- Contractor can begin on the next cycle if prior cycle is completed early, within reason. It is the desire to have cycles 6 months apart.
- Initial Cutting line items will be paid for the first cycle of the contract. The Routine Cutting line items will be paid for the contract renewal cycles that are 2 cycles per year.
- Contractor will be required to mow anything 4" in diameter or smaller. Cut vegetation should be a max height of 3" for grass and weeds and max height of 1" for woody vegetation. All vegetation that is not mulched is required to be removed.
- The Chainsaw/Polesaw Operator, Trimmer and Operator, and Brush Chipper/Chip Truck/ 3 Man Crew will be used if NCDOT requests larger vegetation to be removed. This will be used either at the end of a cycle or during year 2.
- Litter clean-up is required and is incidental to the contract. Contractor is not responsible for "illegal dumping" of large items.
- Contractor is required to have proper signs at all locations. Failure to have proper signage may result in a fine of \$250.00 for each occurrence
- Areas with a speed limit of 60mph or higher require signs to be a min of 5' above the roadway.
- Some areas may not have access to get power tools behind guardrail. Contractor cannot remove guardrail for access.
- Wetland Mitigation sites will have special instructions. The Contractor shall contact the NCDOT at each site to determine what it required.
- A NCDOT Work Zone Installer must be on site and serve as the crew leader during the setup, installation, and removal of temporary traffic control. The name of the Certified Installer needs to be provided upon award of the contract and work begins.
- An English-speaking employee must be on site at all times.
- Bridge locations maps and spreadsheets listing the routes and bridge, culvert, or pipe numbers were given to each Contractor in attendance.
- Contractor is not responsible for cutting bridges owned by municipalities that are located on the Bridge Maps.
- Pipes that are 48" and above may be included in the contract.
- Contractor is responsible for traffic control and meeting the requirements. Traffic Control is incidental to the Contract. Traffic Control will be in place before work begins. Addendum #1 will be issued with the Traffic Control Special Provision.
- Safety vests must be worn at all times while on the project. The Department may assess a fine of \$100 for each employee in violation. This fine is separate

from any fines that may be given by OSHA. Vets shall not be blocked by any other garments. Vests shall be work any time an employee is outside the vehicle on the right-of-way.

Sincerely,

DocuSigned by:

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Mary Voelker Moore, PE
Division Contract Engineer

cc: Mr. Jeremy Stroud, PE
Ms. Mary Beth Houston, PE
Mr. Van Sparrow
Mr. Greg Rayburn
Mr. Hon Yeung, PE

