



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

JOSH STEIN  
GOVERNOR

DANIEL H. JOHNSON  
SECRETARY

November 21, 2025

CONTRACT: PR29327  
WBS ELEMENT: VARIOUS  
COUNTY: BEAUFORT  
ROUTE: VARIOUS  
DESCRIPTION: IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW  
IN BEAUFORT COUNTY

CONTRACT: PR29619  
WBS ELEMENT: VARIOUS  
COUNTY: CARTERET  
ROUTE: VARIOUS  
DESCRIPTION: IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW  
IN CARTERET COUNTY

CONTRACT: PR29620  
WBS ELEMENT: VARIOUS  
COUNTY: CRAVEN  
ROUTE: VARIOUS  
DESCRIPTION: IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW  
IN CRAVEN COUNTY

CONTRACT: PR29621  
WBS ELEMENT: VARIOUS  
COUNTY: GREENE  
ROUTE: VARIOUS  
DESCRIPTION: IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW  
IN GREENE COUNTY

CONTRACT: PR29622  
WBS ELEMENT: VARIOUS  
COUNTY: JONES  
ROUTE: VARIOUS  
DESCRIPTION: IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW  
IN JONES COUNTY

CONTRACT: PR29623

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION 2  
PROJECT DEVELOPMENT GROUP  
GREENVILLE, NC 27834

*Telephone:* (252) 439-2828  
*Customer Service:* 1-877-368-4968

*Website:* [www.ncdot.gov](http://www.ncdot.gov)

*Location:*  
1037 W.H. SMITH BLVD.  
GREENVILLE, NC 27834

WBS ELEMENT: VARIOUS  
COUNTY: LENOIR  
ROUTE: VARIOUS  
DESCRIPTION: IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW  
IN LENOIR COUNTY

CONTRACT: PR29625  
WBS ELEMENT: VARIOUS  
COUNTY: PAMLICO  
ROUTE: VARIOUS  
DESCRIPTION: IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW  
IN PAMLICO COUNTY

CONTRACT: PR29626  
WBS ELEMENT: VARIOUS  
COUNTY: PITT  
ROUTE: VARIOUS  
DESCRIPTION: IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW  
IN PITT COUNTY

CONTRACT: PR29627  
WBS ELEMENT: VARIOUS  
COUNTY: BEAUFORT, CARTERET, CRAVE, GREENE, JONES,  
LENOIR, PAMLICO, AND PITT  
ROUTE: VARIOUS  
DESCRIPTION: IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW  
IN DIVISION 2

### **PRE-BID CONFERENCE MINUTES**

A Pre Bid meeting was held for the above referenced project on November 20, 2025 at 10:00 am 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.
- There are separate proposals for each county for work that is funded by State Funds. This is typically maintenance work. There is a separate proposal that is Division-wide for work that is Federal Funded. This is work that is to be completed before a roadway project.
- Preconstruction meetings are required yearly with the County Maintenance Engineer. The project superintendent is required to attend.
- Contract time starts January 1, 2026, and the completion day is December 31, 2026.
- The proposals are non-exclusive contracts and multiple awards can be made.

- Work will be assigned based on the low bidder for the line items used. If the low bidder does not respond within 3 days of receipt of a work order, they will be determined to reject the work order and the Engineer may contact the next Contractor.
- Bonding will be required if the work order estimate is more than \$450,000.
- Liquidated damages will be based upon the work order estimate and will be based on the table found on G-4. Time to complete the work order will be on the Work Order Assignment paperwork and the Contractor will agree to the work order time before accepting the work.
- There is no mobilization for routine work. There is a line item for Emergency Mobilization. The Contractor will have 24 hours to perform the work or not receive payment for this item.
- The Contract can be renewed upon mutual agreement for 2 additional years. The work items will be adjusted based on CPI values.
- ICT #1 requires that the Contractor does not work allowed from Sunset to Sunrise am on weekdays, on Holidays, or for unexpected occurrences per ICT #2. Liquidated damages are \$250 per hour.
- The Contractor will be required to prosecute the work in a continuous and uninterrupted manner from the time he begins the work until completion and final acceptance of the project. If the Contractor's operations are suspended without prior approval of the Engineer, a \$500 fee will be charged.
- The Contractor is responsible for contacting the appropriate track owner for all railroad work and obtaining the approval to work in their right-of-way.
- The Contractor shall provide one permanent English speaking employee who shall have the authority and capability for overall responsibility of the project and who shall be personally available at the work site within 24 hours' notice. Such employee shall be fully authorized to conduct all business with the subcontractors, to negotiate and execute all supplemental agreements, and to execute the orders or directions of the Engineer.
- Operate equipment and conduct operations in the same direction as the flow of traffic unless a Temporary Road Closure is in place.
- NCDOT shall be responsible for the purchase and storage of all raw materials. The Contractor shall be responsible for pick up, delivery, placement, and compaction of all bituminous material.
- In the event of weather- related disaster situations, such as a hurricane or tornado, work under this contract may not apply, and may have to be rebid.
- The Contractor will be emailed a Work Order Request that must be completed and returned prior to beginning work.
- The Contractor is responsible for locating all utilities and any damages.
- The Contractor is responsible for any damage to all public and private property including but not limited to mailboxes, fences, gates, vehicles, driveways. No payment will be made to the Contractor for any restorative work.
- The Contractor is responsible for any damage to asphalt. No payment will be made to the Contractor for any restorative work.
- The Contractor shall comply with all applicable Federal, State, and local laws, ordinances, and regulations governing safety, health, and sanitation, and shall provide all safeguards, safety devices, and protective equipment, and shall take any other needed actions, on his own responsibility that are reasonably necessary

- to protect the life and health of employees on the job and the safety of the public, and to protect property in connection with the performance of the work covered by the contract.
- The Contractor shall clean the work sites of all debris, excess excavations, waste packing material, scraps, etc. At the end of each workday the site shall be clear and clean.

Mr. Gerrald continued to highlight the following:

- The Contractor shall provide a crew to perform Maintenance Operations on state-maintained roadways.
- Typical work items may include, but not be limited to, ditch cleanout, small pipe installation, debris/tree removal, asphalt repair, and other road maintenance activities.
- The NCDOT will provide all necessary materials that are to be incorporated into the work. These materials are generally stored at the County Maintenance Facilities, or at remote permitted locations such as borrow pits or waste sites.
- The table on page R-1 shows the requirements of the 5 person crew.
- The table on page R-2 shows the requirements of the equipment for this crew.
- Traffic Control is incidental to the Light Duty Maintenance Crew line item.
- The Engineer will maintain a time sheet. The Engineer and the Contractor's supervisor shall review and agree to the time on a daily basis.
- Time will be determined to the nearest quarter hour.
- No payment will be made for downtime due to meals, equipment failure, unsatisfactory weather, nor any other conditions.
- The Contractor shall be responsible for any traffic control installation and maintenance of road closures that may be required for any operation.
- A pilot vehicle operation may be used in conjunction with flaggers and the appropriate pilot vehicle warning signing as directed by the Engineer.
- The Contractor shall have one qualified work zone installer during the setup, installation, and removal of temporary traffic control within the highway right of way. The work zone installer shall be qualified by an NCDOT approved training agency. All other individuals participating in the setup, installation, and removal of temporary traffic control within the highway right of way shall be certified as a qualified flagger.
- All certification records for qualified work zone installers and flaggers shall be uploaded by the approved training agency or other NCDOT approved training provider to the Department's Work Zone Education Verification App (WZ-EVA) prior to the qualified work zone installer or flagger performing any traffic control duties on the project. For more information about WZ-EVA, see the Work Zone Safety Training webpage.
- All quantities are estimates and not guaranteed.
- NCDOT reserves the right at any time for State Forces to perform other or additional work on or near the work covered by the contract. When State Forces perform work near where contract work is being performed, the Contractor shall conduct their work so as not to interfere with work being performed by State Forces and vice versa.

- The Contractor is required to submit Certified Payrolls for any Federal Funded work. All employees must be paid a minimum of \$17.75 for any Federal Funded work. Wage rates interviews will be conducted by NCDOT.
- Contractor will be compensated for any additional equipment that is not included in the table on R-2.
- Message Boards may be needed at some locations. These will be determined by the Engineer.
- Crews will be used as need and not on a daily basis.
- It is possible by not likely that 2 – 5 men crews would be needed.
- Utility locations are incidental to the contract.
- Work will typically be on 2 lane, 2 way roads, but work could be on all route types.
- Jobs will begin either at the site or at the County Maintenance Yard depending on the work and if material is needed.

Sincerely,

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

Mary Voelker Moore, PE  
Division Contract Engineer

cc: Mr. Rhett Gerrald, PE  
Mr. Jordan Davenport, PE  
Mr. Caleb Johnson  
Mr. Gordy Eure  
Mr. Justin Howard  
Mr. Jay W. Sutton  
Mr. Anthony M. Mulligan  
Ms. Heather C. Lane, PE

## MANDATORY PRE-BID SIGN-IN SHEET

\_\_\_\_ OF \_\_\_\_

PR29327, PR29619, PR29620, PR29621, PR29622, PR29625, PR29626, PR29627  
 Let Date: December 12, 2025

Meeting Date: **Thursday, November 20, 2025 at 10:00 a.m.**

IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW IN BEAUFORT COUNTY, IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW IN CARTERET COUNTY, IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW IN CRAVEN COUNTY, IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW IN GREENE COUNTY, IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW IN JONES COUNTY, IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW IN LENOIR COUNTY, IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW IN PAMLICO COUNTY, IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW IN PITT COUNTY, IDIQ PROPOSAL FOR ROADWAY MAINTENANCE CREW IN DIVISION 2

Place/Room: **Division 2 Conference Room  
 2815 Rouse Road EXTENSION  
 Kinston NC 28504**

Name (PRINT)	Company	Phone	E-Mail
Robert Sholar	Trebor Fencing LLC	910-271-6024	treborfencing1@gmail.com
Andre Clark	ICRO Inc.	(404) 509-1990	Info@icroenterprise.com
Joseph Hawley	RHH Construction	(252) 944-7469	jthawley88@gmail.com
Karen Strickland	Karen's Lawn Service LLC	336-467-0602	kstrickland29@yahoo.com
Nick Dotson	Charles Hughes Construction LLC	252-566 5040	Jason@hughesnc.com
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