



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

JOSH STEIN  
GOVERNOR

DANIEL H. JOHNSON  
SECRETARY

November 24, 2025

**NOTIFICATION OF AWARD – BONDS ARE NOT REQUIRED**

Dougs Disaster Relief  
128 Elnora Jones Rd.  
Beaufort, NC 28516

Contract No.: D3POC0245  
TIP No.: N/A  
Federal Aid No.: Federal Provisions  
WBS Element: On-Call  
Counties: Onslow, Pender, Duplin, Sampson, Brunswick, New Hanover  
Description: Division Wide On-Call Tree Removal – SBE Federal Work

Attn.:

I am pleased to inform you that **Dougs Disaster Relief** has been awarded the contract for the above project based on the bid submitted on **November 20, 2025**, in the amount of **\$593,000.00**.

Please provide the following within 14 calendar days from the date you receive your award letter:

One (1) ORIGINAL current Certificate of Insurance *with the following three items included in the Description of Work section:*

- 1. The contract number and description of work listed above,*
- 2. County(ies) of contract, and*
- 3. NCDOT listed as additionally insured.*

**This certificate must now be mailed or emailed directly from your provider to Jonathan Mitchell.**

Please remember that work may not start before the contract has been properly executed. In addition, your attention is directed to Articles 107-16, 108-1, 108-2 and 108-3 of the *Standard Specifications* relative to prosecution of work, progress schedule and preconstruction conference. Information regarding these items should be addressed prior to beginning work. Please forward remaining information to the **Roadside Environmental Engineer, Keith Groves** as soon as possible so that a preconstruction conference can be held. Mr. Grove's mailing address is **803 Penderlea Hwy., Burgaw, 28425** and his telephone number is **(910) 789-6190**.

Mailing Address:  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
5501 BARBADOS BOULEVARD  
CASTLE HAYNE, NC 28429-5647

Telephone: 910-341-2000  
Fax: 910-675-7827  
Customer Service: 1-877-368-4968

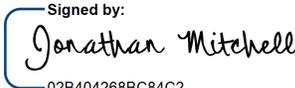
Location:  
5501 BARBADOS BOULEVARD  
CASTLE HAYNE, NC 28429-5647

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

In accordance with Article 104-2 of the Standard Specifications, it will be necessary for you to submit the name of those individuals within your organization who will be authorized to sign supplemental agreements that may be necessary in the performance of the work under this contract. Please furnish this information to the **Roadside Environmental Engineer, Keith Groves.**

If you have any questions, please contact me at (910) 341-2000.

Sincerely,

Signed by:  
  
Jonathan W. Mitchell  
Division Contract Engineer

cc: Trevor Carroll, PE, Division Engineer  
Michelle Howes, PE, Deputy Division Engineer  
Katie Hite, PE, Division Project Development Engineer  
David Leonard, PE, Assistant Division Project Development Engineer  
Anthony W. Law, Division Construction Engineer  
Daniel Cumbo, PE, Assistant Division Construction Engineer  
Battle Whitley, PE, Division Maintenance Engineer  
Jessi Leonard, PE, Assistant Division Maintenance Engineer  
Adrienne Cox, Division Planning Engineer  
Eric Ritzel, Division Corridor Development Engineer  
Alan Pytcher, Project Development Staff Engineer  
Jessica Knight, Division Maintenance Administrative Specialist I  
Keith Groves, Roadside Environmental Engineer