



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

May 10, 2024

CONTRACT ID: ME00054, ME00058, ME00059, ME00060
WBS ELEMENT: Various
COUNTY: Granville, Franklin, Vance, and Warren
LOCATION: Various

SUBJECT: Pre-Bid Conference Minutes for Annual Needs for Light Duty Roadway Maintenance Crew

The Pre-Bid conference for the above referenced project was held on Wednesday, May 8th, 2024, at the District 3 Office located at 321 Gillburg Rd, Henderson, NC 27537 with people in attendance shown on attached sheet.

INTRODUCTIONS:

The conference began with all parties introducing themselves and the organization they represent. All in attendance were directed to sign the attendance sheet and ensure that the company they represent is included.

The Department then began reading several key points to the contract and explained how this contract will be utilized. This is an Indefinite Delivery/Indefinite Quantity (ID/IQ) project that contains several required provisions for ID/IQ.

IMPORTANT DATES:

Let Date for this project is May 22nd, 2024. The Availability Date for this project is June 19, 2024. The project is a year contract with an option for renewal for two (2) additional periods for a maximum of three (3) years. Notification will be sent to the Contractor if elected to renew for an additional period. Line Items will be adjusted by the CPI as outlined in the contract.

PROPOSAL DETAILS:

The project is an on-call type project that includes a Light Duty Roadway Maintenance Crew with 5 personnel required as outlined in the proposal in Table 1. Additionally, this crew shall have the

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION FIVE
2612 N. DUKE STREET
DURHAM, NORTH CAROLINA 27704

Telephone: (919) 317-4700
Fax: (919) 317-4710
Customer Service: 1-877-368-4968

Location:
2612 N. DUKE STREET
DURHAM, NORTH CAROLINA 27704

Website: www.ncdot.gov

equipment as outlined in the proposal in Table 2. All personnel and equipment shall meet or exceed the minimum requirements.

Occasionally, the Engineer may request Specialized Equipment as outlined in the proposal in Table 3. Notification will be given to the Contractor as best in advance as possible as any work requiring these items will have to be planned.

Due to the ID/IQ provisions, it was noted that mobilization is incidental to the line items. The only exception is an Emergency Mobilization where the Contractor shall report to the location within 24 hours.

A preconstruction meeting is required with the Engineer prior to beginning work on this contract. The goal of this conference is to begin this relationship and set expectations, requirements, etc.

The Engineer will notify the Contractor of work. This will include the type of work, location, timeframe, etc. The Contractor shall notify the Engineer at minimum 48 hours prior to beginning the work. Exceptions are during Emergency Mobilization where the Contractor is required to respond within 24 hours to the location.

The Contractors' attention was brought to the Prosecution and Progress provision in the contract that limits the Contractor's hours to daylight hours. No work may be performed on Sundays and legal State holidays, unless otherwise approved by the Engineer. The expectation of this contract is that the Contractor will work the same hours as the County Maintenance Yards. Granville County Maintenance hours are 6:30 AM to 3:00 PM (M-F). Franklin County Maintenance hours are 7:00 AM to 5:30 PM (M-Th) and 7:00 AM to 3:30 PM on Fridays. Vance County Maintenance and Warren County Maintenance hours are 7:00 AM to 3:30 PM (M-F). All hours are subject to change due to season, type of work, etc. The Department reserves the right to be flexible on these hours as approved by the Engineer. There are no minimum hours guaranteed to the Contractor as some work may be required at any time. If the work is completed prior to the end of the work day, the Contractor shall communicate this in advance as additional tasks could be assigned.

The Engineer may inspect the work at anytime. Equipment shall be in good operating condition.

The Department is responsible for the utility locates and the Contractor shall take special care to work around utilities. The utility conflicts will verify from location to location and type of work.

The Contractor shall cooperate with State Forces and other contractors as at times, they may be required to work in tandem.

The Contractor shall take special care not to damage the existing pavement. Any damage will be the responsibility of the Contractor to correct at no cost to the Department. If the pavement condition is in question prior to beginning the work, it is the responsibility of the Contractor to communicate and document this with the Engineer.

This is a Purchase Order (PO) contract and all invoices should be billed to the appropriate County Maintenance Engineer on a monthly basis unless shorter intervals are approved by the Engineer.

KEY PERSONNEL:

The County Maintenance Engineers (CME) for the appropriate county is considered the Engineer for the contract.

SMALL BUSINESS ENTERPRISE CONTRACT:

This is a Small Business Enterprise (SBE) contract and all bidders are to be certified as such as outlined in the contract. Any questions related to getting certified or anything else about this certification should be directed to SBE@ncdot.gov.

SPECIAL PROVISIONS:

A) Light Duty Maintenance Crew

This provision was read in full at the pre-bid conference.

The crew shall be trained, properly certified and equipped with all necessary tools and equipment. Safety vests, safety toed shoes, long pants and gloves are required at all times while on projects assigned by the Engineer.

Type of work can include, but are not limited to, ditch cleanout, small pipe installation, debris/tree removal, asphalt repair, and other road maintenance activities. Type of work will be communicated to the Contractor at time of the Work Order Assignment.

This will be measured and paid as the actual number of hours to the nears one-quarter (1/4) hour that the Contractor's Crew is fully mobilized and ready to perform the work at the location designated by the Engineer, excluding down time by the Contractor. If multiple locations are required in the same workday, the hourly rate will still apply while moving to the additional location(s). No payment will be made for downtime due to meals, equipment failure, unsatisfactory weather, nor any other conditions. Mobilization is incidental to the work.

Unit Prices are all inclusive to required personnel and equipment as outlined in Table 1 and 2 as well as any hand tools, safety equipment, etc. that is necessary to perform the work.

B) Specialized Equipment

All equipment shall meet the minimum requirements with a trained operator. These will typically be planned out in advanced at time of notice to ensure availability.

C) Traffic Control

The Contractor is responsible for providing traffic control and sufficient number of devices for lane closures up to ¼ mile in length. Additional length of lane closures will be

supplemented by the Department or other contractors. The Contractor is required to have a certified flagger for these operations.

The Department will provide the materials for any road closures that may be required. The Contractor will be responsible for installing these per the *Standard Drawings* or as directed by the Engineer.

OTHER TOPICS:

A) Preconstruction Meeting

The preconstruction meeting will be held prior to beginning the work. A letter of authorized persons to sign Supplemental Agreements (SA) is required. The Buy America Certification was deemed not necessary as the Department will be providing all materials to be incorporated into the existing facilities. The Department informed in the Contractors' that the Erosion Control and Sediment Control/Storm Water Certifications would be discussed in relation to this project. It was determined at a later date that the Erosion Control and Sediment Control/Storm Water Certified Installers are required. These are also known as Level I certification. The Level II supervisor and Level III designer was not considered necessary for this contract.

B) Prequalification

Due to the policy of SBE contracts, prequalification for specific types of work is not required. The expectation is that trained and qualified personnel are provided by the Contractor. Flaggers are expected to be certified. The Engineer will determine the type of work assigned to the Contractor. SBE status must be established prior to the bid opening.

C) Liquidated Damages

Liquidated Damages can be assessed per the ID/IQ provision from each day that the work is not completed from the completion date set by the Engineer at the time of the Work Order Assignment. If any issues arise to the requested duration of work, the Contractor shall communicate this at time of notification of work. The Department understands that this is a new type of contract to the Division and will work with Contractor at the beginning of the contract.

Liquidated Damages in the Intermediate Contract Times (ICT) will be assessed based on lane closures for the specified routes. The Contractors' were informed that this was included as a standard time that no lane closures can be allowed due to peak hour traffic. The Contractors' were informed that there might be times that lane closures are requested by the Engineer at the restricted times, but will be communicated to prior.

D) Ditch clean-out

The Contractor maybe requested to clean ditches and the Department's expectation is that the operators are capable of provided the proper ditch type. These could include V-ditch, round bottom ditch, etc.


Matting will be required with seed and materials being provided by the Department for the Contractor to install. Coordination with the Engineer is necessary.

All spoils will be taken to a facility as directed by the Engineer.

There being no further business, the meeting was adjourned. These minutes were arranged based on the discussions and commitments made during the meeting with the creator's understanding. Should any discrepancies or omissions in these minutes be found, please advise the Engineer in writing. Failure to do so will indicate agreement.

Should you require additional information on this matter, please contact me at 919-317-4700 or by email at jonarnold@ncdot.gov.

Sincerely,

DocuSigned by:

F8221B4FE9E344C...

Jonathan L. Arnold, PE
Assistant Division Maintenance Engineer

JLA/fls

Attachment

Cc: Doug R. McNeal, PE, Division Maintenance Engineer
Alicia D. Good, Division Maintenance and Operations Support Manager
Fred L. Sherrill, PE, Division Maintenance Project Engineer (Summit DE)
Jason W. Lee, Granville County Maintenance Engineer
Cameron Murphy, Franklin County Maintenance Engineer
Frank Carpenter, Vance and Warren County Maintenance Engineer