



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

JOSH STEIN  
GOVERNOR

DANIEL H. JOHNSON  
SECRETARY

DATE: March 26, 2026  
TO: ME00114 Pre-Bid Meeting Attendees  
FROM: Kayla Cooper, EI, Division Contract Engineer  
SUBJECT: ME00114 Mandatory Pre-Bid Meeting Minutes

DocuSigned by:  
*Kayla Cooper*  
94254798B5D84EB...

1:30 PM – Sign in and Introduction of Meeting Lead

1:35 PM – Draw attention to the following topics within the ME00114 – Division Right of Way Mowing Proposal:

- Required Prequalification Work Codes: 16607
- This is a paper bid contract only and bids must be received within the Century Center office by 2:00pm
- Outline the requirements of the pre-bid meeting that participants are attending today and ensure that they have signed in under the correct company name for bidding purposes.
- Contract Time for this ID / IQ contract
- This is a single award contract in which only one bidder can be awarded the contract
- Liquidated Damages will be assessed should the contract not be completed within the overall contract time, or if work occurs during the restricted time frames.
- There is no MBE / WBE goal associated with this contract
- Call attention to the Notes to Contractor section specifically for the Generic Erosion Control Item (Selective Vegetation Removal) and the definition of a mowing cycle.
- Draw attention to the Mowing Restrictions and minimum height requirement, and the Litter Removal provisions.

1:48 PM – Open the room to discussion, questions, or concerns regarding the proposal

- Prospective Bidders made note of the Mowing Moratorium that was passed in the fall of last year which prohibits mowing in the month of May, and during the voting season.
  - o Answer: Amendments will be made to the overall contract time and quantities associated with proposal ME00114 to address this moratorium.

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION 5 CONTRACT OFFICE  
1573 MAIL SERVICE CENTER  
RALEIGH, NC 27699 - 1573

*Customer Service:* 1-877-368-4968

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

*Location:*  
1020 BIRCH RIDGE DR., DOOR B6  
RALEIGH, NC 27610

- Prospective Bidders asked if any of the parcels are inhabited. Answer: No.
- Prospective Bidders asked about the possibility of fuel adjustments.
  - o Answer: Though there is fuel adjustment information and language within the contract, none of the items associated with this contract are applicable to the fuel adjustment provisions.
- Prospective bidders asked if any of the parcels are known to be common dumping grounds for large items.
  - o Answer: Yes, parcels 10 and 15 have been known to have items such as old tires dumped on the property and abandoned.
- Prospective Bidders asked if any of the parcels had sharp slopes that make mowing difficult.
  - o Answer: No
- Division Right of Way representative commented that a new parcel will be added to the quantities and plan sheet for this proposal.

2:03 PM – Meeting Officially Adjourned