



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

September 10, 2025

MEMORANDUM TO: Mandatory Pre-Bid Attendees

FROM: Jennifer A. Sour
Division Contract Engineer

SUBJECT: Mandatory Pre-Bid Minutes for Proposal MG00494 and MG00495 –
Traffic Signal Installation, Upgrade, & Repairs in Alamance,
Caswell Guilford, Orange and Rockingham Counties.

On September 10, 2025, a Mandatory Pre-bid Conference was held at North Carolina Department of Transportation's Office located at 1584 Yanceyville Street in Greensboro, NC. The following people were in attendance:

Abdou Salami Yaya	Assistant Division Contract Engineer
Jamie Davis (Manager)	Garrett James Company
Jamie Davis (Owner)	Garrett James Company
Andrew Hinshaw	Traffic Project Manager
Brylan Teague	Senior Assistant Traffic Engineer
Chancey Sheppard	Traffic Services Supervisor

This memo has been placed on the Bidding and Letting Site and must be included in your submittal as an addendum.

After each person introduced themselves, Andrew W. Hinshaw (Traffic Project Manager) opened the meeting at 1:00 pm on Wednesday September 10, 2025, in the Division 7 Project Delivery room with introductions and overview of the meeting. He mentioned that we were meeting that day for the Pre-Bid Meeting for MG00494 (Alamance, Caswell, and Orange Counties) and MG00495 (Guilford and Rockingham Counties). Andrew said, the main reason we were here was to go over the contracts and ask questions about the line items or provide specifics for any clarification. He mentioned that line item 42 & 43 has changed compared to the last contact.

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NCDOT will provide the cabinet ready for installation. The contractor will be responsible for mounting hardware to the foundation pad.

NCDOT will be providing base extension if it is a standard application. If line item 45 is required, contractor will provide base extension with pedestal since electrical service attachment is required.

Below are questions and answers to what was asked during the Pre-Bid meeting on September 10, 2025.

Q. Will the electrical service be incidental to the installation of line item # 45?

R. The base adapter with pedestal installation will be the line item used, and electrical service will be an additional line item to cover all work performed. This will be under special circumstances as this setup is not required at many locations.

Q. Are you going to get only one Bid since we are the only ones here?

R. I do not know what contractor(s) may arrive during meeting.

Q. Who is going to produce the Engineer Estimate?

R. It has already been produced

Q. Did you look at last year's numbers?

R. I looked at the last 3 years' worth of quantities, combined with the fact some line items have changed, and upcoming signal projects for the new fiscal year taken into consideration.

Q. Is there a lot or less furnished or unfurnished stuff?

R. Same line items for each contract, just split into county specific grouping.

Q. When do we get to use Law Enforcement?

R. If needed, depending on the area, type of road, time etc. (refer to Standard Specifications for Roads and Structures Section 1190)

Q. Line 39 (Static Sign Installation for Traffic Signal)?

R. NCDOT will provide sign and all mounting hardware. Contractor will be responsible for installation.

Q. What type of cabinet will be furnished by NCDOT?

R. Standard 332 or 336 with aux file, 18-channel, with internal components ready for field installation.

Q. What brand of cabinet is provided?

R. Whatever brand is on state contract with central inventory, at time of order.

Q. What about pay for pole removal?

R. Line items used for pole removal, replace, and/or new will be #'s 30, 31, & 32. Pay will be for each line item relevant to work performed.

Q. What if there is knock down wood pole?

R. Pay will be for pole removal of damaged pole and for installation of new pole. Same for riser(s), when applicable.

Q. Do you get paid to remove the messenger cable in case of knockdown wood pole?

R. If messenger cable is removed use line item #22. If messenger cable is existing and attached to new pole, use line item #80 for each span re-attached.

Q. Any new work that requires removal of existing is going to be paid removal?

R. It will be removal depending on the scope of work (vehicle signal head, pedestrian signal head, messenger cable head, flasher head. We are not paying for removal of signal cable as that will be incidental to any removal of messenger cable, regardless of number of attached signal cable(s).

Q If it comes to modification or abandoning cable that is there?

R. That will be case by case. Will try to focus more on the new cable. A lot of them should be new installations.

Q. What if there is a wire on it?

R. That will be incidental for the removal of the cable

Q. For replacing signal head because one is not working, are we going to be paid for removal and installation?

R. Yes. Signal head will be contractors provided including LED, NCDOT will only provide LED (line item 53) for a larger scale LED replacement project, it could be distributed for 2 to 3 intersections at the time or in a certain area.

Q. I don't see the fiber modem?

R. We are going to take care of that because they are being phased out during modernization projects. Our technician will handle that.

Q. We are not using Drop/repeat modem anymore?

R. No

Q. If there is damaged radio communications equipment, do we have to provide a new one?

R. If there is a riser you will be responsible for the riser replacement. The pay item will be removal and new install (line item# 34 and/or 35, whichever is applicable). We will handle the antenna radio

Q. If we hit the rock with directional drill how does that look like?

R. That will be case by case, we will recommend pre-construction meeting if needed. We can come up with agreement before any further work. May have to work around with additional junction box(es) in ground.

Q. Anything else will be provided?

R. Push buttons and ped sign will be provided for any type I or II pedestals installed, whenever applicable. Contractor will be responsible for mounting and wiring.

Q. Standard or APS?

R. We will do standard as much as possible but if APS is needed, we will provide it. For most of the locations we will be repairing and upgrading in this contract.

General statement - Type III pole and foundation should follow section 1743 to include the installation of a type 3 pole. No aluminum type II poles should be used on a type III foundation.

Q. What if they have a broken pole and we have to put a new pole beside it and we have to move span over?

R. If you have broken pole and you put a new pole beside the two spans will be considered tension (line item #80). If it requires new down guy and not just new messenger cable, that will be considered as installation of guy assembly (line item #26).

Q. do you have cabinet pad?

R. line Item 41 will be cabinet foundation.

Q. Renewal of the contract?

R. One year with option to renew for two additional years.

Everything else follows the spec book.

PRE-BID ATTENDANCE ROSTER

Date: 9/10/2025

Time: 1:00 PM

PLEASE PRINT

MG00494 (Alamance, Caswell, and Orange Counties) & MG00495 (Guilford & Rockingham Counties) - TRAFFIC SIGNAL INSTALLATION, UPGRADE, & REPAIRS

Name: <i>Jamie Davis</i>	Company: <i>Garrett James Company</i>	Time IN/OUT
Position: <i>owner</i>		<i>12:58</i>
Email: <i>jamie@garrettjamescompany.com</i>	Phone: <i>336-338-2712</i>	
Name: <i>Bryan Teague</i>	Company: <i>NCDOT</i>	Time IN/OUT
Position: <i>Senior Assistant Division Traffic Engineer</i>		<i>1:01</i>
Email: <i>brteague@ncdot.gov</i>	Phone:	
Name: <i>Andrew Hinshaw</i>	Company: <i>NCDOT</i>	Time IN/OUT
Position: <i>Traffic Project Manager</i>		<i>12:55</i>
Email: <i>awhinshaw@ncdot.gov</i>	Phone:	
Name: <i>C. Matthew J. Sheppard</i>	Company: <i>N.C.D.O.T</i>	Time IN/OUT
Position: <i>Traffic Signal Supervisor</i>		<i>1:03</i>
Email: <i>Csheppard@ncdot.gov</i>	Phone:	
Name: <i>Garrett Davis</i>	Company: <i>Garrett James Company</i>	Time IN/OUT
Position: <i>manager</i>		<i>1:00 PM</i>
Email: <i>garrett@garrettjamescompany.com</i>	Phone: <i>336-338-2712</i>	

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Date: 9/10/2025

Time: 1:00 PM

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MG00494 (Alamance, Caswell, and Orange Counties) & MG00495 (Guilford & Rockingham Counties) - TRAFFIC SIGNAL INSTALLATION, UPGRADE, & REPAIRS		
Name: <i>Abdon Salami Yaya</i>	Company: <i>NC DOT</i>	Time IN/OUT
Position: <i>Duty Assistant Contract Engineer</i>		
Email: <i>ayaya1@ncdot.gov</i>	Phone:	
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