



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

October 10, 2013

MEMORANDUM TO: Prospective Bidders

FROM: Jeffrey A. Stroder, PE
Division Proposal Engineer

PROJECT: WBS 35474.08 & 35476
Supply and apply shredded pine bark mulch at various locations in Chatham,
Lee, Montgomery, and Moore Counties.
October 22, 2013 Letting

SUBJECT: **Pre-Bid Meeting Minutes**

The pre-bid meeting for the above referenced project was held on Thursday October 10, 2013 at 2:00 pm at the Division Eight Office in Aberdeen, NC.

Those attending and whom they represented are as follows:

<u>Name</u>	<u>Representing</u>
Carolyn Podger	Eco Pro Mulch & Erosion Control
Brad Eckley	Atlantic Mulch & Erosion Control
Jeffrey Johnson	Power Mulch
Chris Journigan	Ingle & Son Landscaping
Scott Milford	Charlotte Playsets, Inc.
Alison Kluttz	NCDOT
Don Smith	NCDOT
Mark Thompson	NCDOT
C. J. McDonald	NCDOT
Jeff Stroder	NCDOT
Brandy Morton	NCDOT

Mr. Stroder opened the meeting by stating that this was a pre-bid meeting for supplying and applying shredded pine bark mulch at various locations in Chatham, Lee, Montgomery, and Moore Counties. He then stated that only bids received from Bidders who have attended properly registered at the Pre-Bid Meeting will be considered. He stated that he would be conducting the meeting and would be reviewing the contract proposal.

Mr. Stroder began by briefly reviewing each section of the contract proposal. The following items were discussed in further detail:

- This contract is for supplying and applying bulk pine bark mulch.
- The date of availability is November 18, 2013
- The completion date is April 15, 2014.
- Liquidation damages are five hundred dollars (\$500.00) per calendar day.
- The Quantity Items list is an estimate only. The Awarded Contractor will be paid for actual quantities.
- Listed on Page 2 are Intermediate Contract Times. Traffic Control and Work Signing will be considered Incidental. Contractors were advised to review the lane closure restrictions carefully.
- There are concerns about the project being completed on time. Mr. Stroder informed the contractors that the project must be completed on time because of the U.S. Open coming in June, 2014. The NCDOT has emphasized that the Contractor must be capable of completing the project on time.
- The contractor shall complete 33% of the total mulch within fifty (50) consecutive calendar days after the date of availability.
- The contractor shall complete 67% of the total mulch within one hundred (100) consecutive calendar days after the date of availability.
- The MBE/WBE Goals are 0%.
- Contractor must fill out the Form for Listing MBE/WBE Subcontractors even if the goal is 0%.
- Listed on Page 16, are the Special Provisions of the Project.
 - Roadside Environmental Engineer or Representative reserves the right to Test/Sample all materials.
 - Contractor must work in a continuous manner until the project is completed.
 - Contractor must submit Operation Plans and coordinate with the Roadside Environmental Engineer or Representative.
 - Contractor must comply with the specifications for the size and type of bark mulch.
 - NCDOT will accept mechanical or manual application of mulch as long as the daily production requirements are met.
- Mrs. Kluttz stated that contractors needed to submit listings of supplies, material, etc. as stated on Page 16.
- Mr. Smith also stated that contractors needed to submit a work plan.
- The Contractor who is awarded the project must provide a sample of mulch to the Roadside Environmental Engineer or Representative.
- The Contractor may be allowed to stockpile mulch on NCDOT right-of-way. The Contractor must coordinate this with the Roadside Environmental Engineer.
- Contractors need to supply their own means to of loading the mulch.
- Contractors are responsible for their own equipment, materials, and supplies that may be stored on NCDOT property.
- Mulch shall be applied to all areas not to exceed two (2) inches in depth. The Department will not be responsible for payment of mulch that has been excessively applied. Shredded pine bark mulch will be measured and paid for by cubic yard.
- The NCDOT has been working on weed control in advance of the project.
- The Contractor must supply a delivery ticket for each load. Bark must be shredded pine bark.

- The Contractor must have a Supervisor On-Site at all times.
- NCDOT will conduct inspections.

Mr. Stroder advised the contractors to carefully read the information on page 19, Traffic Control and page 20 on Work Zone Signing. He also stated that invoices needed to be submitted to Roadside Environmental Engineer as stated on page 22.

Mr. Stroder noted that Payment and Performance Bonds are required if the bid is \$300,000 or more.

Mr. Stroder discussed the signature sheets, MBE/WBE sheets, Bid Form, etc. that needed to be filled out for submission of bids.

Mr. Stroder asked if there were any questions.

- A question was asked about not allowing manual or trailer-mounted blowers in high volume traffic areas. Mr. Stroder stated that if proper traffic control safety items were in place, then manual or truck-mounted blowers would be allowed.
- A question was asked about the geographical location and if the sites were in order. Mr. Thompson stated that when he mapped out the sites, he started at US 1 in Moore County in the Northbound direction and then came back around in the Southbound direction, so that they would stay in geographical order as much as possible.

Mr. Thompson also stated that most of the sites had pre-existing beds but site #13 had Crepe Myrtles that were individually mulched. He said that the Department would like to combine these into one larger area. He also stated that the measurements may not look like the total square footage due to the various ways that items are planted in the beds.

Mr. Stroder asked if there were any further questions. With no further questions or comments, the meeting was adjourned.

Cc: Don Smith
Mark Thompson
C. J. McDonald