



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

**MEMORANDUM TO:** Pre-Bid Conference Attendees

**SUBJECT:** Minutes of Pre-Bid Conference

Contract No. DK00288 – WBS Element No. 14611.1005011  
Retaining Wall and Roadway Repair along NC16 at the Intersection of SR1631 Old  
Wilkesboro Road

The pre-bid conference for the above project was conducted on February 4, 2021 at 10:00 AM with all interested parties on the project site at the intersection of NC16 and SR1631 Old Wilkesboro Road. All contractors present were asked to signify their presence by stating their name and the company they represented. Due to COVID-19, the roster was documented by Kenny Heavner instead of passing the sign-in sheet among participants. Representing NCDOT was Kenny Heavner, Ivan Dishman, Brandon Greer, Trent Beaver, Greg Johnston, Todd Spurlin, Ethan Osborne, and Dean Hardister.

All attendees were instructed that they must be present throughout the conference to be pre-qualified to bid, and that a sign-out roster would be documented at the end of the meeting. Failure to remain present throughout the entire conference would result in not being pre-qualified to bid and any bids from those contractors will be rejected.

All attendees were advised that all questions relative to this project must be addressed during the course of the conference and no other questions will be addressed following the conclusion of the meeting. All were advised that agreements and changes made during the course of this showing become a part of the contract. All attendees were advised that minutes of the meeting would be provided for his/her records.

Mr. Heavner informed all attendees that the bid opening date for this project would be held on Thursday February 18, 2021. Bids shall be prepared and submitted electronically in accordance with Article 102-8(B) of the *2018 Standard Specifications*.

Contract Payment and Performance Bonds are required for this contract. The contractor will be required to provide evidence of Liability Insurance in the amount of \$5,000,000, and proof of Workmen's Compensation Insurance prior to beginning work on the project.

The date of availability is March 8, 2021 and the completion date is September 10, 2021. Liquidated Damages shall be \$600.00 per calendar day.

This contract has a DBE goal of 3% participation by Disadvantaged Business Enterprises.

This contract includes federal provisions, therefore by signing and submitting a bid the bidder agrees to the terms as stated in the provision titled 'Certification of Federal-Aid Contracts'.

Weblinks to the original R-2100B Letting Plans for the Structure and Subsurface Information are listed in the Geotechnical section in the contract proposal. Recommendations from the NCDOT Assistant State Geotechnical Engineer were read aloud as documented in the proposal.

It was noted that the proposal calls for the utilization of a Temporary Portable Traffic Signal System consisting of three Portable Traffic Signals.

The scope of the project was discussed in detail.

The following questions were asked:

Q: Is the manufacturer of the Retaining Wall Block available?

A: Contractors were referred to the original R-2100 plans. It was noted that PRW units would only need to be replaced with comparable new units if the unit was structurally damaged.

Q: Is the quantity correct for Item #37 *Remove & Reconstruct Cobble Faced Retaining Wall*?

A: No, an addendum will be issued to modify the quantity of this item.

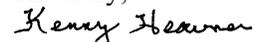
Other items noted included the following:

- Guardrail needs to be installed to meet current specifications.
- 1.5" Milling and Resurfacing shall be performed throughout the entire project limits.
- Final grade shall comply with the R-2100B Plans.

All attendees were reminded that everything agreed to during the course of the meeting would become a part of the contract. Participants in attendance at the end of the conference were documented on the sign-out sheet.

No further questions were raised, and the pre-bid conference was concluded. It was noted that the same number of participants were present at the end of the meeting as there were at the beginning.

Sincerely,



Kenny H. Heavner, PE  
Division Contract Engineer

cc: M. A. Pettyjohn, PE, Division Engineer  
I. H. Dishman, PE, District Engineer