



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. 11-00-145
WBS Element No. 11RE.109715, 11RE.209715, 11RE.209725
Small Business Enterprise (SBE) Project
Long Arm Mowing in Wilkes County

The pre-bid conference for the above project was conducted on May 6, 2021 at 10:00 AM with all interested parties at the Division 11 Roadside Environmental Engineer's Office. All contractors present were asked to sign the Pre-Bid Sign-In Sheet. Representing NCDOT was Contract Engineer Kenny Heavner and Roadside Environmental Engineer Jamie Wood.

All attendees were instructed that they must be present throughout the entire mandatory pre-bid conference to be pre-qualified to bid, and that the roster would be reviewed at the end of the meeting to determine the list of contractors eligible to place a bid. 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 and time for this project would be held on Thursday May 20, 2021 at 2:00pm. Traditional Paper Bids shall be prepared and submitted in accordance with the *2018 Standard Specifications* and with the Instructions to Bidders in the contract proposal. Due to the COVID-19 pandemic, participants may attend the bid opening virtually through the conference call information in the Invitation to Bid letter (Conference Call Phone Number: 1-877-336-1831 / Access Code: 8873536).

This is a Small Business Enterprise Project and bidders must be registered as a Small Business Enterprise through the NCDOT Contractual Services Unit to be eligible to bid. Contract Payment and Performance Bonds are not required for this contract.

The date of availability is June 7, 2021 and the completion date is June 6, 2022. Liquidated damages shall be \$600.00 per calendar day. The term of this contract has an option to renew for two additional one-year periods, making the total term of potentially three years. The unit bid price will be increased by three percent for each one-year extension.

The scope of the project was discussed in detail. Provisions from the proposal were read aloud by Mr. Heavner including the Long-Arm Mowing and Required Mowing Equipment provisions. The five separate pay items on the bid form were discussed along with associated quantities.

It was noted that Contractor personnel were not responsible for removing hazardous material and shall instead contact the Engineer immediately if such material is found. It was also noted there are no bid items for Mobilization, and it shall therefore be considered incidental to other items in the contract. Contractors were informed that it is possible sections may be deleted for various reasons and that, if possible, the Engineer would replace any deleted sections with other nearby sections of similar length.

The following questions were asked:

Q: If a mower comes to a road that has already been mowed by the County or someone else, will the contractor get paid for the length already mown?

A: No. The contractor will get only paid for what he/she mows. If a roadway has already been mown, then that length of roadway will be swapped out for another road of similar length.

Q: How will the length of shoulder miles be measured and paid for?

A: Per the Method of Payment in the contract proposal, "Payment for the work covered under this provision will be paid for as the actual number of Shoulder Miles mowed as measured to the nearest one-tenth (0.10) mile."

Q: What is the definition of an enclosed cab tractor?

A: An enclosed cab tractor must contain an enclosed cab that is capable of providing sufficient protection for the operator.

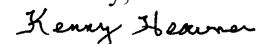
Q: What is the maximum length of lane closure that will be allowed per work location?

A: Lane closures up to one mile in length are sufficient for this type of work. The volume of traffic on secondary roads will dictate the requirement of a lane closure. All primary routes will require a lane closure.

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
W. O. Atkins, PE, Division Project Development Engineer
J. D. Wood, Division Roadside Environmental Engineer

