



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

May 28, 2015

To Prospective Bidders:

Subject: Addendum 1 for: Long-Arm Mowing Pre-Bid Minutes

CONTRACT No: 11499244

WBS: 13.108111, 13.208111, and 13.208121

COUNTY: Rutherford

ROUTE: Various

LOCATON: All Primary Routes, and Various Secondary Routes

This letter is to advise all prospective bidders of the following contract addendum.

- The Pre-Bid minutes issued by the North Carolina Department of Transportation for the subject contract are considered a part of the contract bid document and shall be returned with the bid proposal. Proposals submitted without the Pre-Bid minutes shall be considered irregular and will not be considered for award.

This addendum officially becomes a part of the contract bid document. If this office can provide additional information, please feel free to contact me at (828) 251-6171.

Sincerely,

DocuSigned by:

A handwritten signature in black ink, appearing to read "M.K. Calloway", enclosed within a blue DocuSign signature box.

45D3FED3257B4CA...

M.K. Calloway

Division Project Manager

Cc: Mr. J.J. Swain, Jr., P.E., Division Engineer
Mr. M.T. Gibbs, P.E., Division Maintenance Engineer
Mr. T.W. Anderson, P.E., District Engineer
Mr. C.M. Taylor, P.E., County Maintenance Engineer

Division Thirteen
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MAY 27, 2015

ANTHONY J. TATA
SECRETARY

CONTRACT: 11499244
TIP NO: N/A
F.A. #: N/A
COUNTY: Rutherford
DESCRIPTION: Long-Arm Mowing along all Primary Routes, and Various Secondary Routes
SUBJECT: Mandatory Pre-Bid Conference

The above noted project pre-bid conference was held in the Division 13 District 1 Conference Room on May 27, 2015.

The following persons were in attendance:

Name	Company	Phone Number
Mark Biggerstaff	NCDOT	828-652-3344
Matt Taylor	NCDOT	828-286-3433
James Camp	Little J's Enterprise, LLC	828-429-5722
Mitch Beasley	Lovin Equipment & Sales, Inc.	828-479-4788
Matt McRae	McRae Contracting	828-361-4582
Marcella McRae	John McRae Contracting, LLC	828-479-2671
Dwayne Hill	Thomas Redmond Mowing	828-693-5399
Tommy Redmond	R&H Mowing	828-674-1721
Danny Dover	NCDOT	828-286-3433
Matthew Evans	NCDOT	828-652-3344

The meeting was conducted by Mr. Mark Biggerstaff, Engineering Technician, and Mr. Matt Taylor, County Maintenance Engineer, with the following items being discussed.

- ❖ Mr. Biggerstaff advised that the pre-bid conference was mandatory and that only those in attendance, properly registered and prequalified were allowed to bid on the project. The contract letting date is June 3, 2015, is available on July 1, 2015 and has a completion date of June 30, 2016.
- ❖ Mr. Biggerstaff reviewed the intermediate contract time number 1, number 2, number 3, and number 4 and the liquidated damages for each. Mr. Biggerstaff noted ICT #3 includes primary routes around Lake Lure and Chimney Rock, and are restricted to the dates listed to avoid fall leaf traffic in those areas.
- ❖ Mr. Biggerstaff noted ICT #4 requires 50% of the work included in the contract to be complete by January 1, 2016. This date is approximately 50% of the contract time.
- ❖ Mr. Biggerstaff reviewed the Roadway Project Special Provisions
- ❖ Mr. Biggerstaff noted the quantities are estimated. The Department reserves the right to increase or decrease the quantity included in the contract. An increase could justify an adjustment to any or all of the Contract Times and/or Intermediate Contract Times. Mr. Taylor noted that he does not foresee an increase to the contract quantities.
- ❖ Mr. Biggerstaff reviewed the traffic control requirements noting that for all undivided facilities, all work will be performed within a lane closure. Mr. Biggerstaff directed the contractors' attention to the Multi-lane Operations Diagrams on pages 19 & 20 of the contract proposal. Mr. Biggerstaff noted that a TMIA will be required for all operations on multi-lane divided routes. Mr. Biggerstaff also noted that all traffic control required to perform the work will be considered incidental to the line item included in the contract, no separate payment will be made for traffic control work.
- ❖ Mr. Biggerstaff noted the Standard Special Provision for Plant and Pest Quarantines. Mr. Biggerstaff noted that Rutherford County contains some quarantined areas and advised the contractors to go to the website listed within the provision and become familiar with the requirements.
- ❖ Mr. Taylor noted that in Rutherford County in the past, NCDOT forces have performed the long-arm mowing on the multi-lane divided routes, and they have used contract forces to long-arm the undivided facilities.

- ❖ Mr. Taylor noted the equipment requirements, specifically the requirement for shields on the mowing equipment. Mr. Taylor noted the shields shall be kept in good working order throughout the contract.
- ❖ Mr. Taylor noted the requirement for personnel safety equipment for the contractor's forces. Proper safety vests or shirts meeting the ANSI Level II certification are to be worn anytime the operators are off of the mowers.
- ❖ Mr. Taylor discussed the mowing pattern and expectations of performance. Mr. Taylor noted the 17ft reach requirement is an equipment requirement, not an indication of mowing limits. Mr. Taylor noted that the long-arm mowing pattern is well established within the county, and the contractor will be expected to cut all areas within the established pattern.
- ❖ Mr. Taylor noted the requirement to cut all vegetation 5" or smaller within the mowing pattern. Mr. Taylor noted that if a small tree is questionable on exceeding the 5" by a small amount, cut it. For example if a single tree within the established mowing limits could be considered 5" or 5.5", the contractor will be expected to cut it. Mr. Taylor noted that the inspector will be available to assist with these judgement calls in the field.
- ❖ Mr. Taylor noted that with the long-arm mowing limits well established, the edge of the mowing limits should form a fairly straight line.
- ❖ Mr. Taylor noted the need to avoid ornamental trees that property owners have planted. The inspector can assist with a judgement call in this situation, but the NCDOT tries to cooperate with property owners to avoid damaging ornamental plantings that do not create a roadway safety or maintenance hazard.
- ❖ Mr. Taylor addressed the inevitable property damage complaints that typically occur during long-arm mowing operations. Mr. Taylor noted that the NCDOT does not typically get involved in this process, but we do expect the complaint to be properly addressed by the contractor, and that the complaint is not simply ignored.
- ❖ Mr. Taylor noted that the contractor's employees are representing both the contractor and the NCDOT during the performance of the contract. They are expected to maintain a professional and courteous demeanor when dealing with the public. Mr. Taylor noted that if a contractor's employee encounters an irate or irrational person, he advised the contractor to have the employee remove himself or herself from the situation, and the NCDOT will assist in planning the return to the area to complete the work at a later date.

- ❖ A contractor representative questioned the mowing limits, and lack of clear reference point to measure the limits. Mr. Taylor responded stating the contract requires the mowing limits to be the top of the cut slopes, bottom of the fill slopes, or to the limits of the equipment. Mr. Taylor noted the current established mowing limits were basically established within these parameters. Mr. Taylor noted the limits are not established from any consistent reference point like edge of pavement.
- ❖ Mr. Taylor urged the contractors to ride the routes and get a good idea of the established long-arm mowing pattern prior to bidding.
- ❖ In response to a contractor's question regarding the location of the secondary mileage, Mr. Taylor stated the secondary mileage will be in the Cliffside and surrounding areas.
- ❖ In response to a contractor's request for maps, Mr. Biggerstaff stated that he would post maps showing the approximate location for the secondary mileage when he posts the minutes for this meeting. Both item will be posted at the same location the other contract documents are posted.
- ❖ Mr. Dover noted that in addition to lighting requirements for the mowing equipment, vehicles used to install traffic control also have lighting requirements. Mr. Biggerstaff directed the contractors' attention to page 2, paragraph 3 of the contract proposal, noting the NCDOT 2012 Standard Specifications for Roads and Structures and the 2012 Roadway Standard Drawings are effectively made part of this contract. Items that are not specifically addressed within the contract proposal shall be governed by these documents.

These minutes are prepared as they are documented.

Sincerely,



Mark Biggerstaff
Engineering Technician

MAB

cc: Tim Anderson, PE, District Engineer
Matt Taylor, PE, County Maintenance Engineer
Mike Calloway, Division Project Manager
File