



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

December 19, 2014

Project: NCDOT Division 14 Macon County Rest Area Addition & Renovation, US-23/441, south of Franklin, NC

Pre-Bid Conference held at NCDOT Division 14 Office, 253 Webster Road, Sylva, NC at 9:00 am on December 18, 2014

**Meeting Minutes**

- Welcome and sign-in. Pre-bid sign-in sheet attached.
- Attendance at this pre-bid meeting is not mandatory for bidding.
- The renovation and addition were discussed, including crawl space access, and reuse of existing stone veneer, one window and one door. The relocated door will have an electric operator added for accessibility. The project covers the Restroom portion only; the Visitor's Center will not be touched. The restrooms will be completely gutted and rebuilt to meet current accessibility requirements. There is approximately 966 sq. ft. of renovation with a 192 sq. ft. addition. Part of the addition is under the existing porch, part will include a new hip roof to tie into the existing roof.
- Bid Date: Sealed Single Prime- Bids will be received until 2:00 PM on January 13, 2015. All Bids opened at 2:00 PM on the same day.
- Location for Bid Opening: NCDOT Division 14 Office, at 253 Webster Road, Sylva, NC 28779

• Bonds Required:

Bid Bond – 5%

Performance Bond - 100%- only required from low bidder

Payment Bond - 100%- only required from low bidder

\*Must use the bond forms provided in the Project Manual(Proposal) – failure is grounds for disqualification of bid.

Proposal and Contract

General Contractor licensed in NC

Allowance for Excavation of Material, Natural Stone Veneer

Unit Prices

\*Corporations must use a corporate seal where the name of the company occurs on the contracting forms.

- Construction Schedule: start February 15, 2015, completion date is May 21, 2015. This completion date is not negotiable as the facility must be open for Memorial Day use. The option for weekend construction work is available.
- Liquidated damages \$1500.00 per calendar day.

- 1% Disadvantaged Business Enterprise goal. This can be met with women or minority owned businesses.
- Wanda Austin, Division 14 Project Manager/Contract Officer, discussed the contracts included in the Project Manual.
  - Unit prices for Excavation of Material and 4” Natural Stone Veneer must be filled out on the Form of Proposal.
  - Addendums received must be initialed.
  - Forms can be taken from the bound Project Manual(Proposal) or downloaded from NCDOT’s web site.
  - Use the bid forms that are appropriate to the Contractor’s business legal structure.
  - Performance and Payment Bond forms can be found on the NCDOT Connect web site.
  - Because this project is using Federal money, see pages 28-46 in the Project Manual(Proposal). The following should be noted and followed (including but not limited to):
    - Contractor’s company’s minority and female employment requirements
    - Weekly Payrolls must be submitted to Richard Queen.
    - The Contractors must keep their record for 3 years after the date of Final Acceptance.
- Please Review Division 1-General Requirements for information about Progress Documentation & Procedures and Submittals. Shop drawings should be complete and checked prior to submittal for review.
- Request for Documents
  - Email to Jeffrey Alspaugh, [jealspaugh@ncdot.gov](mailto:jealspaugh@ncdot.gov)
- Requests for Information
  - By email only to Jeffrey Alspaugh, [jealspaugh@ncdot.gov](mailto:jealspaugh@ncdot.gov)  
Jeffrey will then route to Lisa Keel and Alex Shapiro  
Must be received by 4:00 PM January 6, 2015 to be included in Addenda
  - Please separate questions about the specs or drawings into two sections so that they may be answered more quickly.
  - Provide the spec section number and paragraph references
  - Provide drawing sheet and detail numbers
- Requests for Substitution
  - By email only to Jeffrey Alspaugh, [jealspaugh@ncdot.gov](mailto:jealspaugh@ncdot.gov)
  - Jeffrey will then route to Lisa Keel and Alex Shapiro
  - Must be received by 4:00 PM January 6, 2015 to be included in Addenda
  - Include manufacturer’s product lit.; reason for substitution; evidence of being equal to product specified; architect’s judgement is final.
- Adjoining Welcome Center will remain open for its regular business hours for its employees only; the entire site will be closed to the public, but site access must be maintained for Welcome Center employees.

- NCDOT contact for site visits prior to bid: Richard Queen, (828) 631-0272  
[rdqueen@ncdot.gov](mailto:rdqueen@ncdot.gov)
- A site visit was not part of this pre-bid conference due to lack of meeting space at the site. Contractors should arrange their site visits with Mr. Queen.
- The existing stone veneer on the building is Smoky Mountain Blue Stone, available at quarries in Swain County. This source is in addition to sources listed in the specifications.
- The existing power source on site may be used.
- Contractor must provide a port-a-john for their workers.
- It is understood that power and water will need to be turned off at some times during the project; the Contractor must communicate and coordinate the days and times with Richard Queen so the Visitor Center Workers are informed.

### **Questions and Answers from Pre-Bid Conference:**

Q: Are any building permits required?

A: No. The Mechanical drawing General Notes referring to building permits will be clarified by Addendum.

Q: Who is conducting inspections?

A: NCDOT will provide inspections. The electrical work will be inspected by the State Construction Office electrical inspector, who must be given a week's notice of the need for inspection. A monthly construction progress meeting will be held, Facilities Design will visit the site weekly, and Division 14 will visit the site more frequently.

Q: Does the entire building's siding need to be repainted?

A: No. Only the new siding and trim will be painted. This will be clarified by Addendum.

Q: Has availability of the interior tile specified been checked?

A: Yes. If any tile specified is discontinued before it can be ordered immediately following the notice to proceed, NCDOT's Facilities Design unit will choose a replacement. A substitute will not be allowed without prior approval from NCDOT Facilities Design.

Q: Are the allowances/unit prices for Excavation of Material and 4" Natural Stone Veneer part of the base bid?

A: Yes. See Specifications Sections 01031-Unit Prices and 01110-Allowances. Bidders must include a unit price multiplied by the quantity allowance provided in the specifications (listed in "Section 01110", paragraph "3.02 Schedule of Allowances") and include the total amount in their overall bid proposal. Funds for unused allowances will be retained by the Owner at the conclusion of the project. If a larger quantity is needed, the additional amount will be handled with a Change Order Add, based on the Unit Price listed on the Form of Proposal.

End of Meeting Minutes. Participants are requested to provide written responses to the Architect for any corrections or additions to these minutes.

By: Lisa L. Keel, AIA

Copy: Participants; Planholders; posted on NCDOT web site