



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

December 12, 2022

MEMORANDUM TO: Mandatory Pre-Bid Attendees

FROM: Jennifer A. Sour
Division Proposal Engineer

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Jennifer A. Sour
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SUBJECT: Pre-Bid Minutes for Proposal D7POC416 for Towing
Contract on I-40 Light & Heavy-Duty Tow Recovery

On November 28, 2022, a Mandatory Pre-bid Conference was held at North Carolina Department of Transportation’s Office located on 1584 Yanceyville Street in Greensboro, NC. The following people were in attendance:

Patty Eason< PE	Division Construction Engineer
Jennifer A. Sour	Division Proposal Engineer
Michael Venable	Regional ITS Engineer
Durwin Rice	TIM Regional Coordinator
Doug Hayes	TIM Regional Coordinator
Karry Pack	Administrative Specialist I
Peter Ashenden	Puryear Towing & Recovery
Lee Gardner	Lee’s 24-Hour Towing, Inc.
Craig Keith	Carolina Towing & Transport of NC, Inc.
Brooke Holt	Barnes Towing, Inc.
Robin Grifford	Dean’s Wrecker Service, Inc.
Billy Briley	Phillips Towing Service
T. C. Blalock	Blalock’s Towing & Recovery
Mickey Tapp	Blalock’s Towing & Recovery
Karrie Fogg	TRPNC

The meeting for D7POC416 began promptly at 2:00 pm.

Patty Easton opened promptly at 2:00 pm with introductions and overview of meeting. She noted any questions that arise after today will need to be directed to Jennifer Sour, proposal engineer for D7. We will not be able to answer any questions after the end of the meeting today.

Doug Hayes began with today’s agenda. He displayed the PowerPoint presentation starting with reviewing history of towing contracts used throughout the state. This is the

6th in about 5 years with the goal of getting the roadway cleared as safely and quickly as possible. Then reviewed timeline of towing contract, T0 to T7, incident occurs up to incident cleared. The point of contract is to have 1 dedicated tow company. The two company will get called as soon as law enforcement is called so they will be on scene much faster.

Subcontractors can be used but will have to be preapproved before start of contract. The subcontractors to be used need to be listed in notes section of bid paperwork and will have to be prequalified before contract can be awarded. If your subcontractor is not prequalified by award date, then the next bid will be awarded the contract. If you decide to change subcontractors during the contract you can if the new subcontractor is prequalified.

Overview of main points in contract:

- This contract is 1 year period with options for 2 - one (1) year renewals
- It is one zone, around 10 miles, map in contract for reference, hard stop on I-40 exits 270 (US 15/501 interchange) hard stop at the bridge at the county line
- Require vehicles be stored in Orange County or within 10 roadway travel miles of access to the tow zone.
- Require Insurance – no bonds but \$5 million umbrella coverage, refer to contract for details
- Must be able to respond to 5 incidents simultaneously
- Billing vehicle owners is based on Durham's towing restraints, we do not want the high prices of expanding your company to be passed on to the customer, we want you to put that amount in your contract bid and keep customers prices reasonable, we know you need to add extra equipment to be able to respond to 5 incidents at any given time
- We need to be able to access any software you use in your towing process, most important is pictures and communication equipment

IMAP: Currently have 2 IMAP trucks, and as of now will not have more. We are looking at adding communication equipment with the IMAP trucks, but for now you will still have to call in to the TMC to document the times of each incidence such as calling for starting removal and calling for roadway cleared. IMAP drivers will be available from 6:00 am to 9:00 pm.

Bidding on monthly service fee, this is for unlimited safety tows. Everything you do starts as a safety tow until it becomes a billable customer, and you are timed on response time and on roadway clearance. You must be on scene within 20 minutes of call out. We believe there will be more owners request in this area because it seems to have more commuters versus visitors.

Pay: For this contract, we have divided up different types of tows to determine when an incentive or disincentive is due, the major difference if it is a hazard or a safety tow, if it is a hazard tow in the roadway there will not be an incentive. There are instances where

you can get a disincentive even if it isn't possible to get an incentive. We did this to try to determine how much we would be spending on each call instead of having an incentive for every call. There are disincentives and incentives based on times for clearing, however if the vehicle is off the roadway there is no incentive, but you have 60 minutes from service call to get it cleared, reviewed a few different "what if" scenarios, they will be calls where lane closures are happening that night so DOT may request immediate tows, to be a safety tow either DOT or law enforcement must determine it to be a hazard. To cover all "what ifs" as stated in the contract, all incidents will use all available documentation to determine if an incentive is due or not. Example scenario discussed: Disable tractor trailer in the lane is a hazard, you have 60 mins to clear from the roadway, if the driver refuses to let you tow them then you must call in and report that to the TMC or STOC but you cannot force the person to let you tow, also call law enforcement to make them aware of a disabled vehicle in the roadway

During the construction, it shouldn't be a wall on each side but there will not be much of a shoulder to work on. There will be a few pull off areas/ shoulders but there will be narrow shoulders and narrow lanes throughout this project. If there is a lane closure coming at night, the orange tag will not be a full 24 hours. It may only be a few hours after it is tagged to call for tow, depends on what is happening that night with lanes and shoulders.

Open discussion with questions:

What clarifies the difference between roadway open and roadway cleared, can we move things over to the shoulder and then continue working from the shoulder?

If the roadway is cleared, and you do not have to go back into the roadway then you can continue to work on the shoulder after the time and still get the incentive for roadway clearance.

What is the penalty for infractions?

The first infraction within 30 days is essentially a warning, it won't start affecting your wallet until your second infraction. We introduced this verbiage and disincentives to get rid of a contractor when they are not performing their job duties, essentially you can have a miss or a bad day with lots of issues, so you get a freebie every 30 days.

If Durham updates their prices, will we update our prices?

We will have to talk about it if the rates change but no guarantees either way.

What are the staging opportunities?

We will have an Orange County Team Meeting for you to attend and you will need to ask the resident engineer or construction engineer where or how to do so. We will figure out a way to stage so we can be on scene faster and get road opened quicker.

There is no bid bond required

This bid is paper only, there will be NO online bids. We advise against using UPS because they are not getting things to us in a timely manner. This is open bidding, so companies can bring the bid in at any time before the close date of Dec 15th, 2022.

Meeting Adjourned at 3:27p.m.