



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

May 5, 2015

Project: NCDOT Division 7 Alamance County Rest Area: Building Construction, Site Work and Landscape Plantings

Contract ID: DG00243

Pre-Bid Conference held at NCDOT Division 7 Office, 1584 Yanceyville Street, Greensboro, NC at 10:00 am on May 5, 2015

### Meeting Minutes

- Welcome and sign-in. Pre-bid sign-in sheet attached.
- Attendance at this pre-bid meeting is mandatory for bidding. Visits to both sites following the meeting are mandatory.
- The Contract and Bidding Procedures were discussed by Carolyn Huskins, Division Proposal Engineer.
- Bid Date: Sealed Single Prime- Bids will be received until 11:00 AM on May 21, 2015. All Bids opened at 11:00 PM on the same day.
- Location for Bid Opening: NCDOT Division 7 Office, at 1584 Yanceyville Street, Greensboro, NC 27405
- Bonds Required:
  - \*Bid Bond – 5%
  - Performance Bond - 100%- only required from low bidder (to be provided after award)
  - Payment Bond - 100%- only required from low bidder (to be provided after award)
  - \*Shall 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

Itemized Proposal for the Contract must be filled out electronically using “Expedite Bid”, printed out, and the CD and printout turned in with the bid and entire bound proposal. Review Page B-5, Instructions To Bidders, for further information.

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

An Officer of the company has to sign after the itemized Proposal for Contract.

Expedite Bid is available at: <https://connect.ncdot.gov/letting/Pages/EBS-Information.aspx>

- All contract execution questions may be emailed to Carolyn Huskins at [cthuskins@ncdot.gov](mailto:cthuskins@ncdot.gov) or call her at 336-487-0075.
- Construction Schedule: Site availability June 15, 2015, items installed and building constructed by December 15, 2015, and the completion date is December 15, 2016. This completion date is the Establishment Work date. In other words, all plantings must still be alive on December 15, 2016.
- Page B-7, Holiday periods when the contractor may not work were discussed.
- Liquidated damages \$200.00 per calendar day for the Contract ending December 15, 2016.
- Liquidated damages \$600.00 per calendar day for the Intermediate Contract ending December 15, 2015.
- 6% Disadvantaged Business Enterprise goal. This can be met with women or minority owned businesses. Only the low bidder goes through the Good Faith Effort process, in the event that they do not meet the 6% goal. See pages B-10 through B-21. It is in the Contractor's interest to do this immediately, before bonds are purchased.
- F-9 Listing of DBE Subcontractors does not need to be completed manually. The listing shall be completed using Expedite Bid. The list shall be printed from the Expedite Bid software.
- Further information:
  - Addenda received shall be acknowledged (page 11 at back of Proposal)
  - Use the execution and bid bond 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.
  - Insurance- includes Liability, Proof of Worker's Comp, & all state required insurance (this includes automobile). An umbrella policy can cover the Liability insurance requirements.
  - Because this project is using Federal money, see pages B-50 to B-59 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 Chris Kirkman, NCDOT.
    - The Contractors shall keep their record for 3 years after the date of Final Acceptance.
- Mike Mountcastle, Structural Engineer, requested that Domestic Steel certification be submitted at the same time as steel submittals, if needed as set forth on page B-22.
- The General Contractor SHALL locate underground utilities. Locations shown on plans are approximate only.
- 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. Electronic submittals are allowed.

- Page B-31: **While Irrigation is noted as an Add Alternate elsewhere in the bid documents, it will NOT be an add alternate; it is a required bid item.**
- Read B-46, Errata, to see how it affects your work.
- B-48 to B-50, Minority and Female Employment Requirements- Alamance County % applies.
- Davis-Bacon wages apply. If there is a classification needed that is not listed, put in a request to Chris Kirkman.
- The low bidder shall submit a Word document to Ken Taffer with a list of suppliers for plants, including sod.
- NCDOT will do surveying for the project and construction testing.
- Request for Documents
  - Email to Carolyn Huskins, [cthuskins@ncdot.gov](mailto:cthuskins@ncdot.gov)
- Requests for Information
  - By email only to Tad Davis, [taddavis@ncdot.gov](mailto:taddavis@ncdot.gov)  
Jeffrey will then route to Bob Kopetsky, Lisa Keel, Mike Mountcastle or Burke Engineering, as appropriate.  
Shall be received by 4:00 PM Monday May 11, 2015 to be included in Addendum.
  - 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
- The Rest Areas will remain open 24/7; see staging plans for further information and procedures.
- A site visit to each rest area followed this pre-bid conference.
- Contractor's workers must keep in mind they will be working in close to proximity to the public during construction, and will represent the State of North Carolina to the public. Therefore, no cussing or bad behavior is allowed, and shirts must be worn at all times.
- As the Rest Areas are open 24/7, Contractors are advised to keep their equipment and tools locked up, and the construction fence must be locked to keep kids out of the staging area.
- The Contractor must communicate and coordinate utilities with Ken Taffer. Ken needs 48 hour notice if a utility situation might necessitate a brief closing, including tree removal. As noted on sheets U1 & U2, site lighting must remain operable during construction. If the power is knocked out to a light, it must be back on and the light operating by nightfall.
- Ken Taffer will be replacing a 30 foot water line at the North Bound Lane site at his expense, and will coordinate with the Contractor.
- **Half-sized Revised Sheets U1 & U2, Revision "1" dated 5/4/15**, were distributed to all meeting attendees, showing a change in lighting at the base of trees. The PDFs will be loaded to the web site May 5, 2015 for downloading.
- Bob Kopetsky and Lisa Keel discussed the general site and vending building requirements. At the site they discussed the general layout and where the aluminum grid "faux" windows will be located on the existing Rest Area buildings.

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

Q: Will Davis-Bacon wages be used?

A: Yes.

Q: Is having 40% of the work performed with your own forces required?

A: Yes.

Q: Regarding the irrigation system; is there a cistern?

A: No. There is a water feature/waterfall and bubblers with basins that pump water.

An additional item not covered at the pre-bid:

Q: Who is conducting inspections?

A: NCDOT will provide inspections. The electrical work will be inspected by the State Construction Office electrical inspector, who shall be given a week's notice of the need for inspection. A monthly construction progress meeting will be held, and Division 7 will visit the site more frequently.

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

Attachment: Scan of Pre-Bid Conference Sign-In Sheet

REST AREA

SCO ID NO.

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CONTRACT ID:

	ADDRESS	PHONE	FAX	E-MAIL
tion	PO Box 7877   (610) 650 127407	336-299-5460	336-299-0103	hodgince@triadbiz.rr.com
LC	639 Old 52 S. Mt. Airy NC 27030	336-789-8221		jody@Smithrowe.com
Paving, Inc	PO Drawer 2570, Burlington, NC 27216	336-584-1745		sgriffin@trianglegradingpaving.com
ers, LLC	5171 Ellen Avenue Archdale, NC 27263	336-688-5472	336-307-4667	greghpb1165@aol.com
Inc.	PO Box 808 Apex, NC 27502	919-362-1050 ext. 105	919-363-9222	RUSSELL@SOUTHERNGARDENINC.COM
	P.O. Box 14996 ; Greensboro, NC	336-487-6000		Ktaff@ncdot.gov
ST	GRAHAM CONST. OFFICE	336-451-6836		CKirkman@ncdot.gov
RK+K)	GRAHAM CONST. OFFICE	336-225-4266		cfine@rkk.com
EIGH)	1 S. WILMINGTON ST. RALEIGH, NC	919-707-2930		taddavis@ncdot.gov
	1 S. WILMINGTON ST. RAL	919-707-2934		bKopetsky@ncdot.gov
	1 S. WILMINGTON ST. RAL	919-707-5458		llkeel@ncdot.gov
Sign Group	3305 Durham DR. Raleigh, NC	919-309-5176		barryelam@nc.rr.com
		919 707 4547		mdmountcastle@ncdot.gov
		919-707-2928		JParrish@ncdot.gov
		336-487-0075		cthuskins@ncdot.gov

PRE-BID CONFERENCE SIGN-IN SHEET

Project: NCDOT DIV. 7 ALAMANCE COUNTY REST AREA

SCO ID NO. ----

CONTRACT ID:

Date: ~~December 18, 2014~~  
May 5, 2015

Time: 9:00 AM  
10:00

NCDOT LOCATION: Div. 7 Office,

NAME	FIRM	ADDRESS	PHONE	FAX	E-MAIL
1. Page Klottz	Hodgin Construction	PO Box 7877   @50127407	336-299-5460	336-299-0103	hodgincc@triadbiz.com
2. Justin Martin	Smith Rowe LLC	639 Old 52 S. Mt. Airy NC 27030	336-789-8221		jody@Smithrowe.com
3. David Crockford	Triangle Grading & Paving, Inc	PO Drawer 2570, Burlington, NC 27216	336-584-1745		sgriffin@trianglegrading.com
4. Greg Mauldin	High Point Builders, LLC	5171 Ellen Avenue Archdale, NC 27263	336-688-5472	336-307-4667	greghpb1165@aol.com
5. Russell Lichtenstein	Southern Garden, Inc.	PO Box 808 Apex, NC 27502	919-362-1050 ext. 105	919-363-9222	RUSSELL@SOUTHERNGARDEN.COM
6. Ken Taffer	NCDOT	P.O. Box 14996; Greensboro, NC	336-487-6000		Ktaffer@ncdot.gov
7. Chris Kirkman	NCDOT	GRAHAM CONST. OFFICE	336-451-6836		ckirkman@ncdot.gov
8. Christopher Fine	NCDOT (CRK+K)	GRAHAM CONST. OFFICE	336-225-4266		cfine@rkk.com
9. TAD DAVIS	NCDOT (RALEIGH)	1 S. WILMINGTON ST., RALEIGH, NC	919-707-2930		taddavis@ncdot.gov
10. BOB KOPETSKY	NCDOT	1 S. WILMINGTON ST. BAL 27601	919-707-2934		bkopetsky@ncdot.gov
11. LISA KEEL	NCDOT	1 S. WILMINGTON ST. RAL	919-707-5458		lkeel@ncdot.gov
12. BARRY ELAM	Burke Design Group	3305 Durham DR. Raleigh, NC	919-304-5176		barryelam@ncdot.gov
13. MIKE MOUNTCASTLE	NCDOT		919-707-4547		mdmountcastle@ncdot.gov
14. JIMMY PARRISH	NCDOT		919-707-2928		jparrish@ncdot.gov
15. Carolyn Huskins	NCDOT		336-487-0075		cthuskins@ncdot.gov
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17.					
18.					