

Pre-Bid Meeting Minutes

For

Contract DI00112 – TIP #I-2304 AC/AD(L) – Landscaping on I-85 from Hargrave Road in Davidson County to Long Ferry Road in Rowan County.

A Mandatory Pre-Bid Meeting was held on Wednesday, September 9, 2015 at 11:00 a.m. at the North Carolina Department of Transportation, Division 9 Office in Conference Room A located at 375 Silas Creek Parkway, Winston-Salem, NC 27127. The meeting was chaired by Mr. Todd Hiatt, Division Roadside Environmental Engineer and Mr. Jeff Turner, Division Proposal Engineer.

Those in attendance were: Lindsey Lengyel – Staniel Key Landscaping; Zachary Schwarz – ZDS Landscaping; Sam Howard – Central Carolina Seeding; Hannah Harrell & Chris Cartner – Country Boy Landscaping, Inc.; Chris Journigan – Ingle & Son Landscaping; and Todd Hiatt, Jeff Turner, David Moore, David Wood, and Beverly Westmoreland of the North Carolina Department of Transportation.

Those in attendance were informed that the meeting is for the Landscaping on I-85 in the vicinity of the Yadkin River Bridge. Only companies represented at the Mandatory Pre-Bid Meeting are eligible to place a bid. The bid opening will be held at the NC DOT Division Office on September 23, 2015 at 10:00 a.m.

All bids should be prepared and submitted in accordance with the requirements set forth on Page 5 of the proposal “Instructions to Bidders”.

- Bid Bonds are required. 5% of total bid Contractor submits. If your company is not lowest responsible bidder, bid bonds will be returned to you.
- Performance and payment bonds will be required.
- Ink should be used to complete bid proposal. Do not use white out on the bid form.
- If you make an error, strike through, initial. Please write legibly.
- The unit price dollar amount is limited to two (2) decimal places.
- A bid amount should be entered for every item. This has to be a number. A dash is not an amount. Lump sum amounts should be entered in both the “unit price” and “total” columns.
- Failure to comply with the requirements shall cause the bid to be considered irregular and shall be grounds for rejection of the bid. The **entire proposal** including bid form should be placed in a sealed envelope and delivered and received in the Division Office by 10:00 a.m. on September 23, 2015.

There will be an addendum to the bid form. Line Item 57 Sodding (Zoysia). The UOM should be Linear Feet not Each..

On page 2 of the plans under Summary of Quantities, omit “1 LS Bridge Aesthetics”. This is not a line item on the bid form.

Date of Availability:	October 19, 2015.
Completion Date:	May 6, 2018
Liquidated Damages:	\$500 per calendar day

The seasonal limitations are not necessarily always within the ICT times listed; Refer to the Landscape Special Provisions.

- ICT #1 Noted time and holiday restrictions
 In the future there will be a contract for bridge aesthetics; this is be a high priority contract – must schedule work accordingly.
- ICT #4 Complete a minimum of 50% during 1st year. This is 50% of the total number on bid sheet; not 50% of each line item on bid sheet.
- ICT #6 Complete a minimum of 30%.
- ICT #8 & #9 Refer to seasonal limitations on page 46. Can on sod between January and March.

Bid Limitations: total bid amount cannot exceed 2.5 million.

Performance and Payment Bonds, in the amount of 100% of the contract amount, and a certificate of insurance shall be provided to the NCDOT within 14 days of notice of award to the lowest responsible bidder.

The DBE goal for this project is 0%. The forms associated with DBE goals should still be completed even though goal is 0%.

Final Acceptance (Pg 43) - All plants must still be alive for acceptance. Replace plants within seasonal limitations. (Details in Landscaping provisions).

Contractor's License – the successful bidder has seven (7) business days after notice of award to submit license requirements.

Erosion Control – there is no line item; this is incidental. All drop inlets near disturbed areas must have erosion control devices in place before work begins. Newly proposed plant beds and other disturbed areas should be covered as soon as possible, and must be done within 7 days.

Establishment Period – this will begin on May 6, 2016 or upon completion of ICT #5. Will be paid monthly. Engineer will supply a punch list at the beginning of each month during the warranty period. This work must be completed to receive compensation. Watering will be incidental to the monthly warranty work. The engineer will not direct how much water is necessary. This is to be determined by the contractor. However, the engineer will state if there is a need for watering on his the monthly checklist of required tasks.

Plant Replacements – Remove dead plants immediately. Install a wire flag to mark location, and replant replacement plant(s) within seasonal limitation. This is considered incidental work.

Landscape Grading (Page 49) – this is a lump sum item. There is a knoll that needs to be cut down and pushed back.

Sodding – Zoysia (Page 60) – Sodding submittals noted. Zoysia sod cultivar will be Crowne. Sod must be a minimum of 24” wide. Paid for by the linear foot. Submit proposed source within 7 days; do not have to submit with bid package. The project inspector and contractor will corporately take random samples (1 - 6 x 6 samples per truckload). Sod samples are to be maintained in greenhouse until green up in order to ensure that sod is indeed alive; site must be approved by NCDOT prior to using. Contractor should find a greenhouse that will accommodate them during installation. Contractor may send a tissue sample to NCSU to be laboratory tested to ensure that the sod is alive if no greenhouse is available. If Crowne is not available due to a limited number of sod farms producing this cultivar, then El Toro may be substituted. However, the contractor must provide evidence that Crowne is not available.

Installation of Sod (page 61) – There are 2 methods that can be used. If the contractor tills a wider area than that which will be covered by sod, then it must be reseeded. Reseeding in this case will be incidental.

Pay Items (Page 63) – NCDOT’s decision on whether watering for sodding will be paid for.

Mowing (page 64) – 1st paragraph is important; covered in monthly warranty. Mow until turf becomes well established and then will not have to mow again. Mowing near sod – will pay until turf established and then no more.

The Pre-Bid Meeting Minutes officially become part of the contract.

Attached is Addendum #1 – Bid Form

A copy of the roster is attached.