

LOCAL ADMINISTRATIVE PROCEDURES NOT COVERED BY NCDOT SPECS

The following is a list, though not exhaustive, of additional information the LGA may want to include in the bid proposal. As long as the information presented does not contradict NCDOT or FHWA specifications it may be added.

1. Acknowledgement of addendums during the advertisement period
2. Delivery of Bids – Date and time due, where to deliver, who to deliver to
3. Where and how to direct questions during advertisement period
4. Who will be performing On-site Testing Services and Inspection
5. Who will be performing Survey, Layout, Construction Staking (LGA or Contractor)
6. LGA insurance or bond requirements and indemnification of LGA
7. Privilege license requirements
8. Local noise ordinances
9. Pre-bid meeting, Preconstruction Conference, Weekly Coordination Meetings, Monthly Progress Meetings, Pre-Installation Meeting, Schedule of Operations, or Construction Schedule
10. Contractor Work Hour restrictions or night work
11. Whether Staging Area will be provided by municipality
12. Field Office requirements
13. Whether the a municipal water supply will be provided
14. Notice to Proceed, Notice of Award
15. Authority of Engineer, Owner, Consulting Engineer, Resident Engineer, Resident Project Representative

16. Coordination with other Contractors, Coordination with Municipal Agencies, Emergency Notifications, School System Notifications, Accident Reporting
17. Delivery and Processing of Submittals, Shop Drawings or Working Drawings
18. RFI Procedures
19. Photographic or Video Documentation
20. Pressure Testing and Sanitation of Waterlines more stringent than NCDENR
21. Sales Tax
22. Rules of Mediation
23. As-Built Drawings – For projects off NCDOT ROW local procedures apply
24. Building Permits required