

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 bidders should 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 and NCDOT
7. Local noise ordinances
8. Pre-bid meeting, Preconstruction Conference, Weekly Coordination Meetings, Monthly Progress Meetings, Pre-Installation Meeting, Schedule of Operations, or Construction Schedule
9. Contractor Work Hour restrictions either day or night
10. Whether a designated Staging Area will be provided by municipality
11. Field Office requirements for inspection services
12. Whether a municipal water supply will be available
13. Notice to Proceed, Notice of Award
14. Authority of Engineer, Owner, Consulting Engineer, Resident Engineer, Resident Project Representative
15. Coordination with other Contractors, Coordination with Municipal Agencies, Emergency Notifications, School System Notifications, Accident Reporting

16. Delivery and Processing of Submittals, Shop Drawings or Working Drawings
17. RFI Procedures
18. Photographic or Video Documentation
19. Pressure Testing and Sanitation of Waterlines more stringent than NCDENR
20. Sales Tax
21. Rules of Mediation
22. As-Built Drawings – For projects off NCDOT ROW local procedures apply
23. Building Permits required
24. Add-on Pay Items