

**MINUTES FROM THE PRE-BID CONFERENCE FOR:
CUTTING AND REMOVAL OF VEGETATION CLIPPINGS AND
DEBRIS**

The Pre-Bid Conference for North Carolina Department of Transportation State Highway Project Numbers:

2B.100711 Beaufort County / Primary

2B.101611 Carteret County / Primary

2B.102511 Craven County / Primary

2B.104011 Greene County / Primary

2B.105211 Jones County / Primary

2B.105411 Lenoir County / Primary

2B.106911 Pamlico County / Primary

2B.107411 Pitt County / Primary

was held Thursday, June 4, 2009 at the New Bern District Office, 209 South Glenburnie Road, New Bern, NC 28560.

The following NC Department of Transportation representatives in attendance were:

Gerard (Jay) Mombaerts / Division Staff Engineer

John Hughes / Division Bridge Maintenance Engineer

Tim Casey / Transportation Technician V

Jean Hardin / Office Assistant IV

Brad Price / Transportation Supervisor III

The following contractor representatives in attendance were:

Deleon Lee / LLS Inc.

Ben Mullis / M & M Mowing Contractors

Michael L. Smith / Buckshot Services

Charlette Johnson / Dream House Properties, Inc.

Miguel Hernandez / Green Tree Services Inc.

Jerry McLamb / TLC Inc.

Aaron Parker / Parker and Sons

Shelton Wise / Wiseco & Associates

Danny Conrad / C & C Total Lawn Service

Dennis Russell / Russell Enterprises, LLC.

William Gillespie / Gillespie Tree Svc.
Kym Alexander / TKA Construction
Eugene Whitley / Whitley & Brown Inc.
Calvin Shawn / Virginia Turf
Mac Jones / Mac's Lawn Care
Jacob Reel / Reel's Lawn Care
Johnny Rowe / Rowe's Tree Service
Louis Ardoin, Jr. AR-DO-IN Lawn & Ground

John Hughes acted as Chairman for this meeting and Jean Hardin acted as secretary.

Preliminary Matters:

The conference was called to order promptly at 10:00 am by the Chairman, introductions were made and a welcome was given to each one present.

Order of Business:

The Chairman then turned to the order of business for the meeting:

Particular Instruction to Bidders

- INSTRUCTION No. 11

The Chairman instructed the prospective bidders that the proposal with the bid sheet still attached shall be placed in a sealed envelope and shall have been delivered and received in the Division Two (2) Office by 10:00 am on Tuesday, June 23, 2009. The sealed bid must display the following statement on the front of the sealed envelope:

QUOTATION FOR CUTTING AND REMOVAL OF VEGETATION
CLIPPINGS AND DEBRIS AT DESIGNATED BRIDGES, IN BEAUFORT,
CARTERET, CRAVEN, GREENE, JONES, LENOIR, PAMLICO, AND PITT
COUNTIES TO BE OPENED AT 10:00 AM ON TUESDAY, JUNE 23, 2009.

- INSTRUCTION No. 13

If delivered by mail, the sealed envelope shall be placed in another sealed envelope and the outer envelope shall be addressed as follows:

North Carolina Department of Transportation
Attn: Gerard Mombaerts Division 2 Engineer
105 Pactolus (HWY 33)
Greenville, NC 27835

- The bids must be returned to Gerard (Jay) Mombaerts, Division Two (2) Staff Engineer NC Department of Transportation 105 Pactolus (Hwy 33), Greenville, NC 27835

- Bids will be opened at 105 Pactolus (Hwy 33), Greenville, NC June 23, 2009 at 10:00 am.
- All work and materials shall be in accordance with the provisions of the General Guidelines of this contract, the Project Special Provisions, the North Carolina Department of Transportation Standard Specifications for Roads and Structures 2006, the North Carolina Department of Transportation Roadway Standards Drawings, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- Only bids received from Bidders who have attended and properly registered at the Pre-Bid Conference will be considered.
- Attendance at the Pre-Bid Conference will not meet the requirements of proper registration unless the individual attending has registered at the conference in accordance with the following:
 1. The individual signs his or her name on the official roster
 2. The individual writes in the name and address of the company he or she represents
 3. Only one company is shown as being represented by the individual attending.
- The available date for this project is July 13, 2009, once this project starts you will have 180 calendar days from start date to complete it.
- There will be no extension of contract time.
- The Engineer for this project shall be the Division Bridge Maintenance Engineer, Division Two (2) Division of Highways, North Carolina Department of Transportation, acting directly or through his duly authorized representatives. Your point of contact in New Bern will be Mr. Tim Casey, Transportation Technician V, and your point of contact telephone number will be 252-514-4724.
- All work shall be subject to inspection by the Engineer at any time. The contractor shall let the Engineer know at the first of the week where he will be working. When the area is completed the Engineer shall be informed, the inspector can approve the work, an invoice issued and payment made.
- At all times during the life of the project the Contractor shall provide one permanent employee who shall have the authority and capability for overall responsibility of the project and who shall be personally available at the work site within 24 hours notice.

- It is your responsibility to protect the safety of employees, the Chairman noted several hazards:
 1. Some of the primary roads will have 70 miles an hour speed limit
 2. Biological hazards such as fire ants, poisonous snakes, alligators and spiders.
- The Contractor shall take necessary measures to prevent erosion, siltation, and pollution in accordance with Section 107-13 of the Standard Specifications 2006.
- If needed, utility owners shall be contacted a minimum of 48 hours prior to the commencement of operations. The Chairman noted that power lines will be encountered, please take precaution.
- The NC Department of Transportation shall have the right to declare a default of contract for breach by the Contractor of any material term or condition of the contract. This is according to Article 108-9 of the Standard Specifications 2006.
- The Contractor may submit a request for partial payment on a monthly basis as approved by the Engineer. Compensation for all pay items shall be in accordance with the Standard Specifications 2006.
- Funds are available for this project, however if later the NCDOT and the Governor decides this project needs to be stopped it will be out of our hands. At this time we plan to continue on with our projects
- The Engineer will have the authority to suspend work wholly or in part as he deems necessary for the following reasons:
 1. Conditions considered unfavorable for the suitable prosecution of the work
 2. The Contractor's failure for correct conditions unsafe for workmen or the general public
 3. The Contractor has not carried out orders given to him by the Engineer
 4. The Contractor's failure to perform any provisions of the contract
- The Contractor shall at its sole cost and expense obtain and furnish to the Department an original standard ACORD form certificate of insurance evidencing commercial general liability with a limit for bodily injury and property damage in the amount of **\$5,000,000.00**.
- Workers Compensation Insurance is required.

- The total bid amount in accordance with the GS 136-28.(6) shall not exceed \$1,500,000.00
- The Contractor shall maintain traffic during this project, traffic control devices and signage shall be used, some bridges will be on four (4) lane roads, others will be on two (2) lane roads, by guided by the MUTCD manual.
- The Contractor shall identify a Traffic Control Supervisor for the project that has the following qualifications:
 - A. A minimum 24 months of On-the-Job Training in supervision and work zone set up and implementation.
 - B. Certified by responsible party (contractor or DOT) to have the required experience and training and is qualified to perform the duties of this position.
- No direct payment shall be made for traffic control and work zone safety items, as they shall be considered incidental to other contract items.
- The Contractor will not be allowed to exceed the posted weight limits on bridges in transporting materials or equipment to the project.
- The Contractor's operations are restricted to daylight hours. No work may be performed on legal State holidays. Work shall only be performed when weather and visibility conditions allow safe operations.
- The Contractor's vehicles and equipment shall not be parked within the State Highway System right of way overnight or at other times when work has been suspended unless approved by the Engineer.
- The Contractor shall temporarily remove his equipment from the travel way for emergency vehicles and school buses as directed by the Engineer.
- At this time we have no goals for MBE or WBE but if you can utilize minority and female participation please let the NCDOT know so we can get credit for our goals.
- The normal area for 'Cutting and removal of Vegetation Clippings and Debris' around each Primary bridge sites will be measured as: from the outer limits of the structure. The normal area also includes the area between dual bridges and underneath all bridges (see attached drawings).
 - A. One Bridge with Various Lengths Drawing
 - B. Pipes and Culverts Drawing
 - C. Two Bridges (Parallel Structures) Drawing

- The 'landscaped area' (as determined by the Engineer) within the limits noted shall be omitted from the contract.
- The contractor shall cut all vegetation, accessible by foot, up to 6 inches (6") in diameter and to a maximum height of two inches (2") and shall remove all debris from the project site.
- Litter pick up shall be performed on all areas.
- The Contractor shall notify the Engineer two (2) weeks in advance of beginning work on this project.
- The Contractor shall prosecute the work in a continuous and uninterrupted manner from the time he begins the work until completion.
- Summary of Quantities / please mark out Craven bridge 65 and Pamlico bridges 19 and 32, these bridges are not part of this project.
- Also discussed:
 1. Vendor Registration Form
 2. Non Collusion Affidavit **(Mr. Jay Mombaerts added to make sure this form has been notarized)**
 3. Small Business Enterprise Contractor's Self Certification
 4. Bid Form
 5. State of North Carolina Department of Transportation Subcontractor Payment Information
- The Chairman noted that if any contractor needed to see any project sites please don't hesitate to ask someone for help in finding them.

IN CLOSING:

With no further business, questions, or comments the conference was adjourned at 11:30am.

Respectfully submitted:

John Hughes / Chairman
 Jean Hardin / Recording Secretary

