

**Pre-Bid Minutes**

Date: March 12<sup>th</sup>, 2025 @ 2:00 pm

Location: Weldon Town Hall Council Chambers – 109 Washington Ave, Weldon NC

1. Attendees:

The meeting was opened with introductions of all in attendance and their role in the project.

Name	Representing	Phone Number	Email
Leo Green, III	Green Engineering	252-237-5365	<a href="mailto:elg3@greeneng.com">elg3@greeneng.com</a>
Chris Ray	Green Engineering	252-237-5365	<a href="mailto:c.ray@greeneng.com">c.ray@greeneng.com</a>
Conner Winstead	Town of Weldon	252-536-4836	<a href="mailto:cwinstead@historicweldonnc.com">cwinstead@historicweldonnc.com</a>
Sam Gore	Browe Construction	919-422-9512	<a href="mailto:sam.gore@browecon.com">sam.gore@browecon.com</a>
Matthew Williams	Fred Smith	919-886-9489	<a href="mailto:mwilliams@fredsmithcompany.com">mwilliams@fredsmithcompany.com</a>

2. Subjects Discussed:

A) Overall project scopes were provided by Leo Green III, PE

Base Bid is a Typical Streetscape Project with

- i. 700 SY Remove and Replace Concrete Sidewalk
- ii. 610 LF Remove and reset existing granite curb.
- iii. 250 SY Remove and Replace Asphalt (2" 9.5B & 5" B25.0C)
- iv. 200 LF Decorative Aluminum Hand Railing at step on (southside sidewalk)
- v. Adjust decorative light poles to new grades.
- vi. New electrical system controls landscape lighting receptables
- vii. Meter Box Adjustments – water service adjustments
- viii. Handicap ramps with truncated domes to meet ADA requirements.
- ix. Engravable pavers – Town has approximately (70) seventy red pavers sold to be installed by the Contractor in the designated area–The town will turn over engraved pavers to awarded contractors.

B) Alternate Bid is an upscaled decorative version of base bid with:

- i. Stamped Asphalt Crosswalk

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- ii. Stamped Concrete Sidewalk
  - iii. Street Bulb Outs and Landscaping Islands
  - iv. New electrical system controls landscape lighting receptables
  - v. Similar Items from Base Bid
3. Pre-bid meeting is **non-mandatory** to participate in bid. If you decide *not* to bid the project -please contact *Chris Ray/Leo Green III* with Green Engineering @ [c.ray@greeneng.com](mailto:c.ray@greeneng.com) and [elg3@greeneng.com](mailto:elg3@greeneng.com). Penny Glover with Green will be reaching out to bidders as reminders the day before bids are due as a friendly reminder.
  4. Make sure to read instructions to bidders and fully execute the contract – Failure to execute bid form could result in disqualify of the bidder – we do not want that to happen. Five percent (5%) Bid Bond is required with the bid.
  5. Performance and Payment Bonds are required of the awarded bidder.
  6. All questions shall be directed to *Chris Ray/Leo Green III* plus shall be in writing to [c.ray@greeneng.com](mailto:c.ray@greeneng.com) and [elg3@greeneng.com](mailto:elg3@greeneng.com)
  7. Questions will be accepted until: *Tuesday, March 17<sup>th</sup>* by 2:00 pm with final addendum will be issued no later than *Wednesday, 18<sup>th</sup> 2025* by 2:00 pm.
  8. Sealed Bids must be received by *2:00 pm on March 25<sup>th</sup>* at *Weldon Town Hall -109 Washington Ave.*
    - a. Use provided bid proposal forms – bid good for 120 days.
    - b. Use provided bid bond forms.
    - c. MBE Requirements documents
  9. All Contractors and Subcontractors must be NCDOT Prequalified and license general contractor per NCGS 87.1. as Washington Street is NCDOT maintained (SR1651)
  10. Project Duration *120 days from NTP*. The project is projected to start in June 2025.
  11. Liquidated damages are \$500 per day for substantial completion and \$500 per day until final completion.
  12. Sales Tax Reporting will be required of the successful bidder with each application.
  13. One year warranty on all work is due upon completion.
  14. Any geotechnical testing if required will be provided (*provided at the owner's expense*)
  15. Construction engineering inspection will be provided by the Green Engineering inspections team led by *Rupert Welfare*.
  16. Contractors will be required to clean-up the work area and remove debris daily. During Construction, if the contractor discovers an environmental issue, the contractor is to notify the Engineer and Town immediately. The Town/Engineer will consult and provide directions to the contractor.
  17. A site visit/walk through was declined by the two contractors.

**Town of Weldon**

300 Block of Washington Street Sidewalk Improvements  
Green Project # 22-207

18. Thank you for your interest in the Town of Weldon Street Scape project and taking the time and effort to submit a bid; we recognize it is an expense.

Questions: Answered by Leo Green III, PE

- 1) Number of Bidders Required to open? – Three bidders are required per NC General Statutes. If three bids are not received, the project will be re-advertised immediately.
- 2) Any Special Federal Reporting Requirements – Town Manager Conner Winstead confirmed to Leo Green III, PE there were no special reporting requirements such as certified payrolls, Davis Bacon, or Buy America requirements.
- 3) How many plan holders does the project have? Currently the project has five plan holders, and we expect to add one more.

Town Paver Example:



Width - 4", Length - 8", Depth 2.5")

If there is a discrepancy found with the minutes, please contact Chris Ray @ [c.ray@greeneng.com](mailto:c.ray@greeneng.com) within 72 hours of the minutes being released.

**END OF MINUTES**



PRE-BID CONFERENCE  
WASHINGTON AVENUE - 300 BLOCK WASHINGTON STREET  
SIDEWALK IMPORVEMENTS

TOWN OF WELDON, NORTH CAROLINA

March 12, 2025

SIGN-UP SHEET

Name/Title	Organization	Phone/Fax	Email
E. Leo Green, III	Green Engineering	P 252-237-5365	elg3@greeneng.com
Managing Member, P.E.		F	
Chris Ray	Green Engineering	P 252-237-5365	c.ray@greeneng.com
Construction Manager		F	
Matthew Williams Estimator	Fred Smith	P 919-886-9489 F	MWilliams@fredsmithcompany.com
Lynn Wingstead Town Administrator	Town of Weldon	P 252-536-4836 F	cwingstead@historicweldon.com
Sam Gore	Browe Const.	P 919, 422, 9512 F	sam.gore@browecon.com
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