



COUNTY OF CURRITUCK
Advertisement for Bids
Carova Roads Construction
Date of Issue: May 1, 2020

The County of Currituck, North Carolina (“County”) requests bids for Carova Roads Construction in Carova, North Carolina.

Bids will be received until **3:00 p.m** on **Friday, June 5, 2020**. Bids received after this deadline will not be accepted.

A Pre-bid meeting will be at 2:00 p.m. on May 14, 2020 at the Carova Beach Volunteer Fire Department (Address: 2169 Ocean Pearl Rd, Corolla, NC 27927). Attendance is not required.

Contract documents are available on the Currituck County ‘Bids & RFPs’ website:

<https://co.currituck.nc.us/bids-rfp/>

or from:

Currituck County Engineering Department
Nick Ingold, Engineer Technician
Office: (252) 232-6048
Email: Nick.Ingold@CurrituckCountyNC.gov

Upon award and contract execution, construction is anticipated to begin in July 2020. Duration of construction is 90 days.

This is an informal bid. Bids will not be opened publicly and read aloud. The bids will be evaluated and contract will be awarded in accordance with the statutory requirements. All bidders must meet the licensing requirements under Chapter 87 of the N.C. General Statutes. Small Business Entities, Women Owned Businesses and Minority Owned Businesses are encouraged to submit bids.

Instructions to Bidders
Carova Roads Construction
Date of Issue: May 1, 2020

1.0 Submission of Bids

Bids will be received until **3:00 p.m** on **Friday, June 5, 2020.**

Bids submitted shall include the following items:

- (1) One copy of General Contracting License
- (2) One copy of Bid Form

All bids must be made on the required Bid Form. The Bid Form must be fully completed and executed when submitted.

Bids must be marked “Carova Roads Construction” and may be submitted by (in order of preference) email, hand-delivery, mail, or fax to:

Currituck County Engineering Department
Attention: Nick Ingold, Engineer Technician
Email: Nick.Ingold@CurrituckCountyNC.gov
Hand-Delivery: 145 Courthouse Road, Currituck, NC 27929
Mailed: 153 Courthouse Road, Suite 302, Currituck, NC 27929
Fax: (252) 232-3298

Any bid received after the time and date specified shall not be considered. It is the Contractors responsibility to verify receipt of any bids submitted to the County prior to the deadline. The County may waive any informalities or minor defects or reject any all bids.

This is an informal bid. Bids will not be publicly opened and read aloud. No Bidder may withdraw a bid within 5 days after the actual date of the opening thereof.

Award will be made to the lowest responsive, responsible bidder.

2.0 Pre-Bid Meeting

Pre-bid meeting will be at 2:00 p.m. on May 14, 2020 at the Carova Beach Volunteer Fire Department (Address: 2169 Ocean Pearl Rd, Corolla, NC 27927). Attendance is not mandatory; however, interested contractors are encouraged to attend.

3.0 Questions

Written questions and requests for clarification shall be submitted via e-mail to Nick Ingold at Nick.Ingold@CurrituckCountyNC.gov no later than 5:00 pm on May 22, 2020. All questions requiring additional information will be responded in an addendum no later than May 29, 2020. All addenda shall become part of the Contract Documents.

4.0 Additional Instructions

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the Project shall apply to the contract throughout.

Each Bidder is responsible for inspecting the site, understanding the scope of work, specifications, plans, and for reading and being thoroughly familiar with the Bid Documents.

Contractor awarded the project will be required to:

- Execute Agreement included herein;
- Provide a form W-9; and
- Provide Certificate of Insurance verifying required insurance described in General Terms and Conditions.

Scope of Work
Carova Roads Construction
Date of Issue: May 1, 2020

The Scope of Work for this project includes:

1. Clear right-of-ways to 30 feet wide and 13 feet high on Bass Lane, Pompano Lane, Swan Island Road, Dolphin Lane, Grebe Road, Plover Court, and Swan Road (total length: 10,360 linear feet);
2. Remove vegetation and non-heritage trees adjacent to the Bass Lane fire pond, existing ditch, and within the 115-foot by 90-foot 'Material Staging Area';
3. Excavate 90-feet long by 10-feet wide by 10-feet deep section on the east side of existing fire pond on Bass Lane for fill material (total excavate volume: 333 cubic yards);
4. Remove 7 existing culverts and install 9 new culverts with inlet and outlet protection on Bass Lane, Pompano Lane, and Red Snapper Lane (total length per new culvert: 24 feet, 18 inch inside diameter reinforced concrete pipe);
5. Fill, spread, and grade 19 areas with sand material along Bass Lane, Pompano Lane, Swan Island Road, Red Snapper Lane, Dolphin Lane, Grebe Road, Plover Court, and Swan Road (total fill volume: 800 cubic yards);
6. Widen roads to a width of 20 feet on Bass Lane, Pompano Lane, Swan Island Road, Dolphin Lane, Grebe Road, Plover Court, and Swan Road (total length: 10,360 linear feet).
7. The following may be potential additive items for this project:
 - a. Removal of additional vegetation and non-heritage trees
 - b. Installation of additional reinforced concrete pipe culverts
 - c. Import of select fill material

Bid Form
Carova Roads Construction
Date Issued: May 1, 2020
Bids Due: 3:00 pm on June 5, 2020

The bid items shall be shown in both words and figures. In case of discrepancy, the amount in words shall govern.

The bid item price shall include labor, materials, overhead, tools, equipment, transportation, profit, insurance, taxes, site repair, clean-up and all other incidentals to cover the finished work.

The Bidder agrees that this bid shall be valid and may not be withdrawn for a period of five (5) calendar days after the scheduled closing time for receiving bids.

Award will be made to the lowest responsive, responsible bidder.

The undersigned has carefully examined the scope of work and requirements and hereby declares that he/she will complete the project in the manner prescribed in the specifications and for the following lump sum price:

Bid Item 1: Clear right-of-ways to 30 feet wide and 13 feet high on Bass Lane, Pompano Lane, Swan Island Road, Dolphin Lane, Grebe Road, Plover Court, Swan Road

(Lump Sum) \$ _____ for 10,360 linear feet @ \$ _____ per linear foot
_____ @ _____ per linear foot

Write out total dollar amount in words

Bid Item 2: Remove vegetation and non-heritage trees adjacent to the Bass Lane fire pond, existing ditch, and within the established 115-foot by 90-foot 'Material Staging Area'

(Lump Sum) \$ _____

Write out total dollar amount in words

Bid Item 3: Excavate 90-feet long by 10-feet wide by 10-feet deep section on the east side of existing fire pond on Bass Lane for fill material

(Lump Sum) \$ _____ for 333 cubic yards @ \$ _____ per cubic yard
_____ @ _____ per cubic yard

Write out total dollar amount in words

Bid Item 4: Remove 7 existing culverts and install 9 new culverts with inlet and outlet protection on Bass Lane, Pompano Lane, and Red Snapper Lane

(Lump Sum) \$ _____

Write out total dollar amount in words

Bid Item 5: Fill, spread, and grade 19 areas with sand material along Bass Lane, Pompano Lane, Swan Island Road, Red Snapper Lane, Dolphin Lane, Grebe Road, Plover Court, and Swan Road.

Lump sum \$ _____ for 800 cubic yards @ \$ _____ per cubic yard

_____ @ _____ per cubic yard

Write out total dollar amount in words

Bid Item 6: Widen roads to a width of 20 feet on Bass Lane, Pompano Lane, Swan Island Road, Dolphin Lane, Grebe Road, Plover Court, and Swan Road.

(Lump Sum) \$ _____ for 10,360 linear feet @ \$ _____ per linear foot

_____ @ _____ per linear foot

Write out total dollar amount in words

Additive Bid Item 1: Remove vegetation and non-heritage trees

Lump sum \$ _____ for 10,000 square feet @ \$ _____ per sqft

_____ @ _____ per sqft

Write out total dollar amount in words

Additive Bid Item 2: Reinforced Concrete Pipe, 18 inch inside diameter

Lump sum \$ _____ for 24 feet length @ \$ _____ per foot

_____ @ _____ per foot

Write out total dollar amount in words

Additive Bid Item 3: Import select fill material

Lump sum \$ _____ for 465 cubic yards @ \$ _____ per cubic yard

_____ @ _____ per cubic yard

Write out total dollar amount in words

GRAND TOTAL BID AMOUNT (Sum of Bid Item 1 through 6 and Additive Bid Item 1 through 3):

(Lump Sum) \$ _____

Write out total dollar amount in words

Bidder has examined all Bid Documents and the following Addenda, receipt of which is hereby acknowledged:

Addendum Date:

Addendum Number:

Respectfully submitted this _____ day of _____, 2020.

Name of Company

Contractors Licenses Number

Signature of Authorized Representative / Title

Print Name

Address

Email

**NORTH CAROLINA
CURRITUCK COUNTY**

AGREEMENT FOR CAROVA ROADS CONSTRUCTION

This Agreement is made this ____ day of _____ 2020, by and between the COUNTY OF CURRITUCK, NORTH CAROLINA, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (the "Owner") and _____, a North Carolina *corporation* existing and organized pursuant to the laws of the State of North Carolina, (the "Contractor").

WHEREAS, pursuant to Chapter 143, Article 8 of the General Statutes of North Carolina and Currituck County, North Carolina Purchasing Policy the County requested bids for the Carova Roads Construction; and

WHEREAS, Contractor submitted the lowest responsive, responsible bid consistent with the Owner's needs; and

NOW THEREFORE, in consideration of the mutual benefits, promises, and undertakings, the sufficiency and receipt of which are acknowledged, the following terms and conditions are agreed to by the parties to this Contract:

1. **Incorporation by Reference.** The following are made a part hereof as if the same were fully set forth herein, and if any discrepancies arise between the documents, they will prevail in the following order: (1) this Contract including the General Terms and Conditions, (2) Advertisement for Bids by Currituck County issued May 1, 2020, (3) Contractor's Bid Form due June 5, 2020, (4) Project Specifications, and (5) Plans. This procurement is governed by Chapter 143, Article 8 of the General Statutes of North Carolina and Currituck County, North Carolina Purchasing Policy. All terms and conditions of statutes, policies and procedures are hereby adopted and incorporated by reference herein.
2. **Contract Term.** The Agreement shall be for a period of 90 consecutive days from the issuance of the Notice to Proceed.
3. **Contract Cost.** The Agreement shall be for a base bid of _____ (\$_____).
4. **Changes to Agreement.** This Agreement and its references constitute the entire contract and understanding between the parties with respect to the matters contained herein. The contract supersedes any prior contracts, negotiations, proposals, agreements and/or understandings, whether verbal or written, relating to the subject matter hereof. This contract may be

modified, amended or extended only by a written instrument executed by both parties.

5. **Liquidated Damages.** Contractor and Owner recognize that time is of the essence and that the Owner will suffer financial and other losses if the Work is not completed within 90 days of the Notice to Proceed. The parties also recognize the delays, expense and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner \$250 per day for each day that expires after the 90 day completion period.
6. **Termination.** This Agreement may be terminated by either party at any time upon 15 days written notice to the other party. Upon the termination of this Agreement, Contractor shall prepare and provide to County a list of all pending unfinished business involving Contractor.
7. **Notices.** Any notices required shall be in writing, unless otherwise permitted hereunder, and shall be deemed received five (5) days after mailing of same in the U. S. Mail with postage prepaid at the addresses set forth below or upon actual receipt:

Notice to Owner shall be made to:

Ben Stikeleather, County Manager
County of Currituck
153 Courthouse Road, Suite 204
Currituck, NC 27929

Notice to Contractor shall be made to:

8. **General Terms and Conditions.** During the term of this Contract, Contractor agrees to procure and maintain insurance which meets all Owner's requirements in the General Terms and Conditions.
9. **Counterparts.** This Agreement may be executed in one or more counterparts each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Signed signature pages may be transmitted by facsimile or as an attachment to an email, and any such signature shall have the same legal effect as an original.

10. **Severability.** If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.
11. **Indemnity.** Contractor shall and does hereby agree to indemnify, save harmless and defend County from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damage to property caused by Contractor, its employees, agents or subcontractors in any way attributable to the performance of the Services, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and supplies, injuries to person or damage to property, liens, garnishments, attachments, claims, suits, costs, attorneys' fees, costs of investigation and of defense. It is the intention of this paragraph to hold the Contractor responsible for the payment of any and all claims, suits, or liens, of any nature and character, in any way attributable to or asserted against County or against Contractor and County, or which the County may be required to pay. In the event the liability of the Contractor shall arise by reason of the sole negligence of County and/or the sole negligence of County's employees, agents or servants, then and only then, Contractor shall not be liable under the provisions of this paragraph.
12. **Miscellaneous.** This Contract shall be governed by the laws of the State of North Carolina. Jurisdiction and venue for any litigation arising out of or involving this Agreement shall lie in the North Carolina General Court of Justice in Currituck County, North Carolina, and such litigation shall be brought only in such courts. All pronouns used herein shall refer to every gender. Headings or titles in this Contract are only for convenience and shall have no meaning or effect upon the interpretation of the provisions of this Contract. This Contract is the entire agreement between the parties and may not be amended or modified, except by writing, signed by each party. If any provision of this Contract is determined to be unenforceable, then the remaining provisions of this Contract shall be interpreted as in effect as if such unenforceable provision were not included therein.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day first written above.

Attest

County of Currituck

Leeann Walton
Clerk to the Board

Ben Stikeleather
County Manager

[COUNTY SEAL]

[Contractor]

By: _____

Print Name and Title:

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Sandra Hill
Finance Officer

GENERAL TERMS AND CONDITIONS

1. GENERAL

It is understood and agreed that by submitting a bid that the Contractor has examined these contract documents and specifications and has visited the site of the Work, and has satisfied himself relative to the Work to be performed. The Contractor agrees to accept the premises in their present condition and agrees to make no additional demands on the County for bringing the premises up to the standards of the specifications.

2. DEFINITIONS

Owner: "Owner" shall mean, the County of Currituck, North Carolina.

Contractor: "Contractor" shall mean the entity that will provide the services to the Owner.

Contract Documents: "Contract Documents" shall consist of the Notice to Bidders; General Terms and Conditions of the Contract; special conditions if applicable; the drawings and specifications, including all bulletins, addenda or other modifications of the drawings and specifications incorporated into the documents prior to their execution; the bid; the contract; the performance bond if applicable; and insurance certificates. All of these items together form the contract.

3. INTENT AND EXECUTION OF DOCUMENTS

The drawings and specifications are complementary, one to the other. That which is shown on the drawings or called for in the specifications shall be as binding as if it were both called for and shown. The intent of the drawings and specifications is to establish the scope of all labor, materials, transportation, equipment, and any and all other things necessary to provide a complete job. In case of discrepancy or disagreement in the Contract Documents, the order of precedence shall be: Form of Contract, specifications, large-scale detail drawings, small-scale drawings.

In such cases where the nature of the work requires clarification by the Owner, the Owner shall furnish such clarification. Clarifications and drawings shall be consistent with the intent of the Contract Documents, and shall become a part thereof

4. AS-BUILT MARKED-UP CONSTRUCTION DOCUMENTS

Contractor shall provide one complete set of legible "as-built" marked-up construction drawings and specifications recording any and all changes made to the original design during the course of construction. In the event no changes occurred,

submit construction drawings and specifications set with notation “No Changes.” The Owner must receive “As-built” marked-up construction drawings and specifications before the final pay request can be processed.

5. WORKING DRAWINGS AND SPECIFICATIONS AT THE SITE

The Contractor shall maintain, in readable condition at his job site one complete set of working drawings and specifications for his work including all shop drawings. Such drawings and specifications shall be available for use by the Owner or his authorized representative.

The Contractor shall maintain at the job site, a day-to-day record of work-in-place that is at variance with the contract documents. Such variations shall be fully noted on project drawings by the Contractor and submitted to the Owner upon project completion and no later than 30 days after acceptance of the project.

6. MATERIALS, EQUIPMENT AND EMPLOYEES

- a. The Contractor shall, unless otherwise specified, supply and pay for all labor, transportation, materials, tools, apparatus, lights, power, fuel, sanitary facilities and incidentals necessary for the completion of his work, and shall install, maintain and remove all equipment of the construction, other utensils or things, and be responsible for the safe, proper and lawful construction, maintenance and use of same, and shall construct in the best and most workmanlike manner, a complete job and everything incidental thereto, as shown on the plans, stated in the specifications, or reasonably implied therefrom, all in accordance with the contract documents.
- b. All materials shall be new and of quality specified, except where reclaimed material is authorized herein and approved for use. Workmanship shall at all times be of a grade accepted as the best practice of the particular trade involved, and as stipulated in written standards of recognized organizations or institutes of the respective trades except as exceeded or qualified by the specifications.
- c. No changes shall be made in the Work except upon written approval and change order of the Owner.
- d. Products are generally specified by ASTM or other reference standard and/or by manufacturer's name and model number or trade name. When specified only by reference standard, the Contractor may select any product meeting this standard, by any manufacturer. When several products or manufacturers are specified as being equally acceptable, the Contractor has the option of using any product and manufacturer combination listed.

- e. However, the Contractor shall be aware that the cited examples are used only to denote the quality standard of product desired and that they do not restrict bidders to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to bidders the general style, type, character and quality of product desired; and that equivalent products will be acceptable.
- f. If at any time during the construction and completion of the work covered by these contract documents, the language, conduct, or attire of any workman of the various crafts be adjudged a nuisance to the Owner or if any workman be considered detrimental to the work, the Contractor shall order such parties removed immediately from the site.
- g. The Contractor shall cooperate with the Owner in coordinating construction activities.
- h. The Contractor shall maintain qualified personnel and effective supervision at the site at all times during the project, and exercise the appropriate quality control program to ensure compliance with the project drawings and specifications. The Owner is responsible for determining compliance with the drawings and specifications.

7. CODES, PERMITS AND INSPECTIONS

The Contractor shall obtain the required permits, if required, give all notices, and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work under this contract. If the Contractor observes that the drawings and specifications are at variance therewith, he shall promptly notify the Owner in writing. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, codes, rules and regulations, and without such notice to the Owner, he shall bear all cost arising there from.

All work under this contract shall conform to the current North Carolina Building Code and other state and national codes as are applicable

8. PROTECTION OF WORK, PROPERTY, THE PUBLIC SAFETY REQUIREMENTS

- a. The Contractor shall be responsible for the entire site and the construction of the same and provide all the necessary protections as required by laws or ordinances governing such conditions and as required by the Owner. He shall be responsible for any damage to the Owner's property or that of others on the job, by himself, his personnel or his subcontractors, and shall make good such damages. He shall be responsible for and pay for any claims against the Owner arising from such damages.

- b. The Contractor shall adhere to the rules, regulations and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal Regulations, Part 1926 published in Volume 39, Number 122, Part 11, June 24, 1974 Federal Register), and revisions thereto as adopted by General Statutes of North Carolina 95-126 through 155.
- c. The Contractor shall provide all necessary safety measures for the protection of all persons on the work, including the requirements of the AGC Accident Prevention Manual in Construction as amended, and shall fully comply with all state laws or regulations and North Carolina Building Code requirements to prevent accident or injury to persons on or about the location of the work. He shall clearly mark or post signs warning of hazards existing, and shall barricade excavations and similar hazards. He shall protect against damage or injury resulting from falling materials and he shall maintain all protective devices and signs throughout the progress of the work.

9. SUBCONTRACTS AND SUBCONTRACTORS

The Contractor is, and remains fully responsible for, his own acts or omissions as well as those of any subcontractor or of any employee of either. The Contractor agrees that no contractual relationship exists between the subcontractor and the Owner in regard to the contract, and that the subcontractor acts on this work as an agent or employee of the Contractor.

10. CONTRACTOR-SUBCONTRACTOR RELATIONSHIPS

The Contractor agrees that the terms of these Contract Documents shall apply equally to a Subcontractor as to the Contractor, and the Contractor agrees to take such action as may be necessary to bind each Subcontractor to these terms. The Owner reserves the right to limit the amount of portions of work to be subcontracted as hereinafter specified.

11. CHANGES IN THE WORK AND CLAIMS FOR EXTRA COST

- a. The Owner may have changes made in the work covered by the contract. All extra work shall be executed under conditions of the original contract.
- b. Except in an emergency endangering life or property, no change shall be made by the Contractor except upon receipt of approved change order from the Owner authorizing such change. No claim for adjustments of the contract price shall be valid unless this procedure is followed. Should a claim for extra compensation by the Contractor be denied by the Owner, the Contractor may pursue his claim in accordance with G.S. 143-135.3.

- c. In determining the values of changes, either additive or deductive, Contractors are restricted to the use of the following methods:
- 1) Where the extra work involved is covered by unit prices quoted in the proposal, or subsequently agreed to by the Contractor and Owner, the value of the change shall be computed by application of unit prices based on quantities, estimated or actual as agreed of the items involved, except in such cases where a quantity exceeds the estimated quantity allowance in the contract by one hundred percent (100%) or more. In such cases, either party may elect to proceed under subparagraph c (2) herein. If neither party elects to proceed under c (2), then unit prices shall apply.
 - 2) The contracting parties shall negotiate and agree upon the equitable value of the change prior to issuance of the change order, and the change order shall stipulate the corresponding lump sum adjustment to the contract price.
- d. Under Paragraph "b" and Methods "c(2)" above, the allowances for overhead and profit combined shall be as follows: all contractors (the single contracting entity (prime), his subcontractors(1st tier subs), or their sub-subcontractors (2nd tier subs, 3rd tier subs, etc.) shall be allowed a maximum of 10% on work they each self-perform; the prime contractor shall be allowed a maximum of 5% on contracted work of his 1st tier sub; 1st tier, 2nd tier, 3rd tier, etc. contractors shall be allowed a maximum of 2.5% on the contracted work of their subs. ; Under Method "c(1)", no additional allowances shall be made for overhead and profit. In the case of deductible change orders, under Method "c(2)" and Paragraph (b) above, the contractor shall include no less than five percent (5%) profit, but no allowances for overhead.
- e. The term "net cost" as used herein shall mean the difference between all proper cost additions and deductions. The "cost" as used herein shall be limited to the following:
- 1) The actual costs of materials and supplies incorporated or consumed as part of the work;
 - 2) The actual costs of labor expended on the project site; labor expended in coordination, change order negotiation, record document maintenance, shop drawing revision or other tasks necessary to the administration of the project are considered overhead whether they take place in an office or on the project site.

- 3) The actual costs of labor burden, limited to the costs of social security (FICA) and Medicare/Medicaid taxes; unemployment insurance costs; health/dental/vision insurance premiums; paid employee leave for holidays, vacation, sick leave, and/or petty leave, not to exceed a total of 30 days per year; retirement contributions; worker's compensation insurance premiums; and the costs of general liability insurance when premiums are computed based on payroll amounts; the total of which shall not exceed thirty percent (30%) of the actual costs of labor;
- 4) The actual costs of rental for tools, excluding hand tools; equipment; machinery; and temporary facilities required for the work;
- 5) The actual costs of premiums for bonds, insurance, permit fees and sales or use taxes related to the work.

Overtime and extra pay for holidays and weekends may be a cost item only to the extent approved by the Owner.

- f. Should concealed conditions be encountered in the performance of the work below grade, or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the contract documents, the contract sum and time for completion may be equitably adjusted by change order upon claim by either party made within thirty (30) days after the condition has been identified. The cost of such change shall be arrived at by one of the foregoing methods. All change orders shall be supported by a unit cost breakdown showing method of arriving at net cost as defined above.
- g. Change orders shall be submitted by the Contractor in writing to the Owner for review and approval. The Contractor will provide such proposal and supporting data in suitable format. Delay in the processing of the change order due to lack of proper submittal by the Contractor of all required supporting data shall not constitute grounds for a time extension or basis of a claim. Within fourteen (14) days after receipt of the Contractor's accepted proposal including all supporting documentation required by the Owner, the designer shall prepare the change order and forward to the contractor for his signature or otherwise respond, in writing, to the contractor's proposal. Within seven (7) days after receipt of the change order executed by the Contractor, the designer shall, certify the change order by his signature, and forward the change order and all supporting data to the owner for the owner's signature. The owner shall execute the change order, within seven (7) days of receipt.

- h. A Change Order, when issued, shall be full compensation, or credit, for the work included, omitted or substituted. It shall show on its face the adjustment in time for completion of the project as a result of the change in the work.
- i. If, during the progress of the work, the Owner requests a Change Order and the Contractor's terms are unacceptable, the Owner, may require the Contractor to perform such work on a time and material basis whereupon the Contractor shall proceed and keep accurately on such form as specified by the Owner, a correct account of cost together with all proper invoices, payrolls and supporting data. Upon completion of the work a Change Order will be prepared with allowances for overhead and profit per paragraph d. above and "net cost" and "cost" per paragraph e. above. Without prejudice, nothing in this paragraph shall preclude the owner from performing or to have performed that portion of the work requested in the Change Order.

12. TERMINATION FOR CONVENIENCE

Owner may at any time and for any reason terminate Contractor's services and work at Owner's convenience, after notification to the Contractor in writing via certified mail. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.

Upon such termination, Contractor shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Contractor as approved by Owner; (3) plus ten percent (10%) of the cost of the balance of the work to be completed for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Contractor prior to the date of the termination of this Agreement. Contractor shall not be entitled to any claim or claim of lien against Owner for any additional compensation or damages in the event of such termination and payment.

13. OWNER'S RIGHT TO DO WORK

If, during the progress of the work, the Contractor fails to prosecute the work properly or to perform any provision of the contract, the Owner, after seven (7) days' written notice sent by certified mail, return receipt requested, to the Contractor, may perform or have performed that portion of the work. The cost of the work may be deducted from any amounts due or to become due to the Contractor, such action and cost of same having been first approved by the designer. Should the cost of such action of the Owner exceed the amount due or to become due the Contractor, then

the Contractor shall be liable for and shall pay to the Owner the amount of said excess.

14. REQUESTS FOR PAYMENT

Requests for payment will be submitted by the Contractor to the Currituck County Engineering Department. Requests may not be submitted for work that is not yet complete.

Final payment will be made within forty-five (45) consecutive days after acceptance of the work, receipt of marked-up "as-built" drawings and specifications and final pay request.

15. MINIMUM INSURANCE REQUIREMENTS

The Contractor shall not commence work until he has obtained all required insurance and verifying certificates of insurance have been approved by the Owner.

These certificates shall document that coverages afforded under the policies will not be cancelled, reduced in amount or coverages eliminated until at least thirty (30) days after mailing written notice, by certified mail, return receipt requested, to the insured and/or Owner of such alteration or cancellation. If endorsements are needed to comply with the notification or other requirements of this article copies of the endorsements shall be submitted with the certificates.

- a. Worker's Compensation and Employer's Liability. The Contractor shall provide and maintain, until final acceptance, workmen's compensation insurance, as required by law, as well as employer's liability coverage with minimum limits of \$100,000.
- b. Commercial General Liability Insurance. Combined single limit no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- c. Commercial Automobile Liability. Combined single limit no less than \$1,000,000. Coverage shall include liability for owned, non-owned, and hired automobiles.
- d. Additional Insured. Contractor agrees to endorse the County as Additional Insured on Commercial General Liability and Commercial Automobile Liability.
- e. Certificate Holder. Certificate Holder shall be listed as: County of Currituck, 153 Courthouse Road, Currituck, NC 27929.

16. CLEANING AND RESTORATION OF SITE

The Contractor shall keep the site and surrounding area reasonably free from rubbish at all times and shall remove debris from the site from time to time or when directed to do so by the Owner. Before final inspection and acceptance of the project, the Contractor shall thoroughly clean the site, and completely prepare the project and site for use by the Owner.

At the end of construction, the Contractor shall oversee and implement the restoration of the construction site to its original state.

17. GUARANTEE

The Contractor shall unconditionally guarantee materials and workmanship against patent defects arising from faulty materials, faulty workmanship or negligence for a period of twelve (12) months following the final acceptance of the work and shall replace such defective materials or workmanship without cost to the Owner.

Where items of equipment or material carry a manufacturer's warranty for any period in excess of twelve (12) months, then the manufacturer's warranty shall apply for that particular piece of equipment or material. The Contractor shall replace such defective equipment or materials, without cost to the Owner, within the manufacturer's warranty period.

Additionally, the Owner may bring an action for latent defects caused by the negligence of the Contractor, which is hidden or not readily apparent to the Owner at the time of final acceptance, in accordance with applicable law.

18. TAXES

North Carolina Sales Taxes and Use Tax do apply to materials entering into the Work (N.C. Sales and Use Tax Regulation No. 42, Paragraph A), and such costs shall be included in the bid proposal and contract sum.

Local Option Sales and Use Taxes do apply to materials entering into the Work as applicable (Local Option Sales and Use Tax Act, Regulation No. 57), and such cost shall be included in the bid proposal and contract sum.

19. EQUAL OPPORTUNITY CLAUSE

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein. The Contractors agree not to discriminate against

any employees or applicant for employment because of physical or mental handicap in regard to any position for which the employees or applicant is qualified. The Contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

Project Specifications
Carova Roads Construction
Date of Issue: May 1, 2020

1. Clear right-of-ways to 30 feet wide and 13 feet high on the following roads:
 - a. Bass Lane (Ocean Pearl Road to Sandfiddler Road) – 2,100 feet
 - b. Pompano Lane (Ocean Pearl Road to Sandfiddler Road) – 2,100 feet
 - c. Swan Island Road (Marlin Lane to Bass Lane) – 3,830 feet
 - d. Dolphin Lane (Grebe Road intersection to start of Plover Court) – 440 feet
 - e. Grebe Road (Dolphin Lane intersection to start of Grebe Point)– 420 feet
 - f. Plover Court – 840 feet
 - g. Swan Road (Egret intersection to west end of Swan Road) – 630 feet
 - h. Vegetation and non-heritage trees within this area shall be removed.
 - i. Disposal of vegetation, root matter, and non-heritage trees may be:
 - i. Hauled off site
 - ii. Mulched and spread evenly within the following areas:
 1. Cleared ‘Material Staging Area’ and/or
 2. Along the sides of the 20 foot wide roads in the cleared or wooded right-of-ways areas
 - iii. Burning is not authorized for disposal
 - j. Heritage trees encountered along route shall be bypassed
2. Contractor shall remove vegetation and non-heritage trees adjacent to the Bass Lane fire pond, existing ditch, and within the established 115-foot by 90-foot ‘Material Staging Area’
 - a. All vegetation and trees, excluding heritage trees, may be removed
 - b. Heritage trees include:
 - i. Existing Live Oaks (*Quercus Virginiana*) with a diameter at breast height of 12 inches or greater
 - ii. All other existing trees with a diameter breast height of 24 inches or greater
 - c. Non-heritage trees, regardless of their size, include:
 - i. Southern yellow pine
 - ii. Bradford pear
 - iii. Mulberry
 - iv. Sweet gum
 - v. Silver maple
 - d. No construction activity shall be within 10 feet of heritage trees
 - e. Disposal of vegetation, root matter, and non-heritage trees shall be in same manner as stated in Paragraph 1.h.
 - f. Before completion of project, area shall be cleaned up with no remaining debris. Site shall be free of any defects caused by equipment or crew.
3. Excavate existing fire pond on Bass Lane for fill material.
 - a. Prior to excavation, install a temporary check dam in existing ditch east of the fire pond. Check dam shall be at least 20 feet from Deal Island Ditch. Material shall be Class B rip rap. Stone size range is 5 inches to 8 inches. Remove check dam

after completion of excavation and stabilization of reconstructed ditch with jute matting.

- b. No construction activity shall be within 10 feet of heritage trees
 - c. Size of fire pond excavation: 90 feet long by 10 feet wide by 10 feet deep
 - d. Excavation shall only be on the east side of the fire pond
 - e. Excavation must stop at edge of existing ditch
 - f. Material may be stored within the 115-foot by 90-foot 'Material Staging Area'
 - g. Finished slope of fire pond bank shall be 3:1
 - h. Fire pond slopes shall be stabilized with jute matting
 - i. After excavation is complete, existing ditch shall be re-graded to original slope from proposed culvert outlet to Deal Island Ditch. Reconstructed ditch shall be stabilized with jute matting.
4. Removal and replacement of culverts
- a. Existing culverts at the locations identified in Section 4.h., 4.i., and 4.j. shall be removed and properly disposed.
 - b. New culverts shall be reinforced concrete pipe, 18 inch inside diameter.
 - c. Total length of new culverts at each location shall be 24 feet.
 - d. Soil cover over culverts shall be at least 12 inches
 - e. Exposed ends of reinforced concrete pipe shall be covered with Class A rip rap
 - f. Rip rap protection shall be constructed on inlet and outlet of culvert
 - g. Area for new culvert shall be dry and free of standing water prior to installation
 - h. Culvert locations - Bass Lane
 - i. Culvert 1 (between Swan Island Road and Ocean Pearl Road)
 - ii. Culvert 2 (between False Cape Road and Swan Island Road)
 - iii. Culvert 3 (between Ocean Sands Road and False Cape Road)
 - iv. Culvert 4 (between Carova Road and Ocean Sands Road)
 - v. Culvert 5 (between Sandpiper Road and Carova Road)
 - vi. Culvert 6 (between Sandfiddler Road and Sandpiper Road)
 - i. Culvert Locations - Pompano Lane
 - i. Culvert 7 (between Swan Island Road and False Cape Road)
 - ii. Culvert 8 (between False Cape Road and Ocean Sands Road)
 - j. Culvert Location - Red Snapper Lane
 - i. Culvert 9 (between West Swordfish Crescent and Ocean Pearl Road)
5. Fill Areas
- a. The locations identified in Section 5.e. through 5.k. shall be filled, spread, and graded with native material from road grading work, excavated material or imported fill.
 - i. Imported fill is defined as material brought in from areas other than roads of Carova or fire pond.
 - ii. Imported fill shall be select fill free of organic material
 - b. No excess material shall remain on side of road or shoulder
 - c. Area for fill shall be dry and free of standing water prior filling with material
 - d. Excess material shall to be used in other low areas along roads associated with this project

- e. Bass Lane
 - i. Fill Section 1 (between Swan Island Road and Ocean Pearl Road)
 - 1. Volume: 100 cubic yards
 - ii. Fill Section 2 (Swan Island Road intersection)
 - 1. Volume: 15 cubic yards
 - iii. Fill Section 3 (False Cape Road intersections)
 - 1. Volume: 30 cubic yards
 - iv. Fill Section 4 (Ocean Sands Road intersection)
 - 1. Volume: 30 yards
- f. Pompano Lane
 - i. Fill Section 5 (between Carova Road and Sandpiper Road)
 - 1. Volume: 30 cubic yards
 - ii. Fill Section 6 (between Ocean Sands Road and Carova Road)
 - 1. Volume: 15 cubic yards
 - iii. Fill Section 7 (between False Cape Road and Ocean Sands Road)
 - 1. Volume: 45 cubic yards
 - iv. Fill Section 8 (east of False Cape Road intersection)
 - 1. Volume: 40 cubic yards
 - v. Fill Section 9 (between False Cape Road and Swan Island Road)
 - 1. Volume: 65 cubic yards
 - vi. Fill Section 10 (between Swan Island Road and Ocean Pearl Road)
 - 1. Volume: 20 cubic yards
- g. Swan Island Road
 - i. Fill Section 11 (between Pompano Lane and Blue Fish Lane)
 - 1. Volume: 15 cubic yards
 - ii. Fill Section 12 (north of Blue Fish Lane intersection)
 - 1. Volume: 15 cubic yards
 - iii. Fill Section 13 (between Blue Fish Lane and Bass Lane)
 - 1. Volume: 15 cubic yards
- h. Red Snapper Lane
 - i. Fill Section 14 (between W. Swordfish Crescent and Ocean Pearl Road)
 - 1. Volume: 15 cubic yards
- i. Grebe Road
 - i. Fill Section 15 (between Dolphin Lane and Grebe Point)
 - 1. Volume: 20 cubic yards
- j. Plover Court
 - i. Fill Section 16 (south side of road)
 - 1. Volume: 100 cubic yards
 - ii. Fill Section 17 (end of cul-de-sac)
 - 1. Volume: 50 cubic yards
- k. Swan Road
 - i. Fill Section 18 (between Egret Place intersection and middle of Swan Road)
 - 1. Volume: 160 cubic yards
 - ii. Fill Section 19 (near west end of Swan Rd)
 - 1. Volume: 20 cubic yards

6. Widen roads to a width of 20 feet on the roads identified in Paragraph 1 above.
 - a. Road construction shall take place within the right-of-way.
 - b. Roads shall be graded to a smooth surface without potholes or ruts.
 - c. Roads shall be crowned at the centerline with a 2% slope outwards.
 - d. Remove all organic material and root matter.
 - e. Disposal of organic and root matter shall be in same manner as stated in Paragraph 1.h.
 - f. Excess sand material shall not be piled on side of road or shoulder. Excess sand material may be used at other fill area locations and shall be free of organic material.
7. Contractor is responsible for locating and/or marking property boundaries to ensure all construction work is within right-of-way.
 - a. Overhead power lines and existing surveyed property corners may be used to determine right-of-way.
8. Contractor is responsible for locating utilities and any damages caused during construction.
9. Contractor shall implement traffic control measures for vehicular traffic, to include but not limited to: warning signs, flagmen, road cones, barrels.
 - a. Detours may need to be established to allow flow of public traffic

Construction Drawings