

ATTACHMENT A
PRE-BID MEETING SIGN IN SHEET
PIRATES COVE DRAINAGE IMPROVEMENTS



PRE-BID CONFERENCE AGENDA - Sign In Sheet

PIRATE'S COVE DRAINAGE IMPROVEMENT

7/9/2026 3pm

Purchasing Division, 929 N. Front Street, 10th Floor, Wilmington, NC

Name	Company	Position	Phone	Email
ALAN WELLS	T.A. LOVING	Assistant Project Manager	919.750-6544	awells@taloving.com
JOHNATHAN ELLIOTT	T.A. LOVING CO.	PM	910.619.2519	JELLIOTT@TALOVING.COM
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ATTACHMENT B
PRE-BID MEETING AGENDA
PIRATES COVE DRAINAGE IMPROVEMENTS



Finance
Purchasing Division
929 North Front St, 10th Fl
PO Box 1810
Wilmington, NC 28402-1810

910 341-7830
910 341-7842 fax
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July 9, 2026
PRE-BID CONFERENCE

**PIRATE'S COVE DRAINAGE
IMPROVEMETS
Contract: DRA-MG-08526**

Welcome to the Pre-Bid Conference for PIRATE'S COVE DRAINAGE IMPROVEMETS.
Please be sure to sign in on the Sign-In Sheet.

Introduction

Purchasing Manager – Daryle Parker
Project Manager – Zach Roman
Project Engineer – MCGILL (MICHAEL HANSON)

Project Summary -

The project generally consists of replacing a portion of the existing storm drainage system within the Pirate Cove neighborhood and improving an open channel that drains into the system.

Bid Opening:

Bid opening—Thursday, August 6, 2026 @ 3:00pm – 929 N. Front Street, 10th Floor Room 1069, Wilmington, NC

Bids shall remain valid for 90 calendar days.

Construction Project Schedule

The CONTRACTOR shall commence the work to be performed under this contract within **ten (10) days** of receipt of a written order from the Purchasing Manager and shall complete all work hereunder **within 240 calendar days** of the date of beginning. The CONTRACTOR further agrees to pay, as liquidated damages, **SEE SECTION T-15.04 OF THE SPECIAL CONDITIONS** for each consecutive calendar day thereafter as hereinafter provided in Paragraph G-1.47 of the General Conditions.

Bid Submittal Requirements

1. Complete the Proposal pages and sign. Acknowledge receipt of any addenda on the Proposal page 8.
2. 5% Bid Bond is required.

- 3. Review Insurance Requirements in General Provisions thoroughly.
- 4. Provide any other information, data, documents, etc. which may assist the City in evaluating bids.

Pay Requests

Pay Requests must be submitted correctly to receive payment in a timely manner.

Questions

Questions related to the proposed project, including questions concerning the plans and specifications will be addressed by the City or Engineer up to Seven (7) calendar days prior to the bid opening. No addenda will be issued after this time. The last day for questions is July 30, 2026.

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*** Please visit the City’s website at www.wilmingtonnc.gov and subscribe to our page. You will receive an email bulletin when bids are advertised, and any updates are posted. Click on “**Current Bids**” and you will be directed to our “**Contracting Opportunities**” page. At the bottom of this page, click on “**Subscribe to this page**” button to receive updates. ***



Pre-Bid Meeting Agenda

Meeting Details:

When: July 9th, 2026, at 3:00 PM

Where: Wilmington City Hall, 929 North Front St, Wilmington, NC 28401

Discussion Topics:

1. Introduction
 - a. Daryle Parker – Purchasing Manager
 - b. Aaron Beckner – Project Director
 - c. Wim Combs – Senior Project Manager
 - d. Robbie Baker – Project Manager
 - e. Zach Roman – Project Manager
 - f. Michael Hanson, McGill Associates, P.A. - Engineer

2. Project Description
 - a. The Pirate Cove neighborhood and Masonboro Sound Rd. area experience flooding during certain storm events. The city hired a consulting engineering firm to study the existing drainage system and determine what flood reduction improvements could be made to the maximum extent feasible.

 - b. The project generally consists of: clearing and grubbing an existing channel; tree removal; erosion control; traffic control; removal of existing storm drain pipes and structures; abandonment of existing storm drain pipe in place via flowable fill; installation of new storm drain pipes, structures, interference structures; water and sanitary sewer line adjustments due to conflicts; water/sanitary sewer service line adjustments due to conflicts; channel widening; channel grading; and planting new trees. These improvements are proposed to the existing drainage system within a portion of the Pirate Cove subdivision and adjacent to two (2) properties along Masonboro Loop Rd, with the goal to reduce flooding.



Pre-Bid Meeting Agenda

3. Location of Bid Documents
 - a. City of Wilmington's website > Development and Business > Doing Business with the City > Contracting Opportunities > Downtown Alley Improvements
4. Addendum
 - a. All discussions at the meeting are non-binding to the contract. The only changes that will occur will be issued via Addendum to all plan holders.
 - b. Addenda may be issued if warranted.
5. Project's Bidding Schedule
 - a. Non-mandatory pre-bid meeting at 3:00 PM on Thursday, July 9th, 2026
 - b. Bids addressed to the Purchasing Manager, P. O. Box 1810, 929 N. Front Street, 10TH Floor Wilmington, NC 28402, and marked "PIRATE COVE DRAINAGE IMPROVEMENTS" will be received until 3:00 p.m., Thursday, August 6th, 2026, at which time they will be publicly opened and read at the Purchasing Division, 929 N. Front Street, 10th Floor Room 1069, Wilmington, NC. Questions must be received seven (7) days prior to bid opening. Contact Zach Roman via email or phone with any questions (910-777-3332, zach.roman@wilmingtonnc.gov). Questions will be discussed and an addendum will be issued if necessary. It is preferred to receive questions via email.
6. Bid Submittal
 - a. Follow all the guidance and direction provided by the purchasing manager. If there are questions about the bid submittal please contact the city's purchasing department directly.
7. Drainage Improvements
 - a. 15-inch, 24-inch, 30-inch, 42-inch, 48-inch diameter storm drain pipes (concrete and plastic), with new structures including catch basins, drop inlets, manholes, and interference structures. About 500 linear feet of regrading of an existing channel
 - b. Abandon existing metal pipe running across private property with flowable fill



Pre-Bid Meeting Agenda

8. Water and Sanitary Sewer Work

- a. Construction of interference structures at crossing with existing water and sewer lines
- b. A separate preconstruction meeting with Cape Fear Public Utility Authority will be required
- c. Adjustments to existing water and sewer lines and services to resolve conflicts with proposed drainage improvements

9. Traffic Control

- a. Any traffic control required to construct the proposed improvements must be reviewed and approved by the City of Wilmington prior to implementation. Any modifications to existing traffic patterns must follow information provided in the latest version of the MUTCD.
- b. Vehicular traffic is expected.
- c. Pedestrian traffic is expected.

10. Public Coordination

- a. The project is in a large neighborhood with many residents. Please be aware of project conditions at the end of the day and anticipate questions during construction.

11. Geotechnical/SUE Information

- a. A geotechnical investigation and subsurface utility engineering investigation were not completed as part of this project.

12. Erosion and Sediment Control

- a. Maintain the proposed erosion control devices and inspect them regularly to ensure they are functioning as intended. Replace the devices as necessary.



Pre-Bid Meeting Agenda

13. Other Considerations

- a. Please review technical specification section 15, special conditions, for detailed information about the project.
- b. Construction time is 240 calendar days, bid price to be held for 90 calendar days
- c. The proposed project is in an urban area with many people in the area; consider the effect any action will have on those around you.
- d. Coordination with property owners to ensure their services are not interrupted is critical to the project's success.
- e. Coordination with the contractor's completing the utility replacements by others must be made aware of the expectations for the project. Their schedules must also be known at all times and shared with the city.
- f. Working hours follow what is outlined in the specifications.
- g. There may be stoppages in work due to events in the area and city-observed holidays.
- h. Removal of existing trees is a major part of the project. Care must be taken to not damage any trees that are not being removed as part of the project.
- i. If trees shown to be removed can be saved in the estimation of the contractor by reasonable means; share this information with city and engineer before removal for final direction on how to proceed.

14. Correspondence

- a. Please reach out to Zach Roman, project manager, with any questions or concerns. If, through those conversations, an addendum is required, one will be issued by the city.

15. Questions