



Board of Education

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DR. MATTHEW CHEESEMAN, SUPERINTENDENT

Scope of Work

Project: Student Parking Lot Repaving

Location: 101 Webb Blvd, Havelock NC 28532

Owner: Craven County Board of Education

Mandatory Pre Bid Meeting Date: 3/6/2026 On-site @ 9am

Contact : Jerome Williams, Director of Facilities, 252-571-3304,
jerome.williams@cravenk12.org

1. Project Overview

The Contractor shall furnish all labor, materials, equipment, supervision, and incidentals necessary to mill, repair, and repave the existing student parking lot, including pavement markings and associated improvements, as specified herein.

2. Existing Conditions

- Existing asphalt parking lot serving student vehicles
 - Surface deterioration including cracking, rutting, potholes, and faded striping
 - Existing drainage structures and curb lines to remain unless otherwise noted
 - Parking lot to remain partially accessible during construction (if applicable)
 - Craven County Schools to remove parking bumpers and to be re-installed by contractor
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3. Scope of Services

3.1 Mobilization & Site Preparation

- Obtain required permits and approvals
 - Provide traffic control plan and temporary signage
 - Coordinate construction schedule with Facility Support Services
 - Protect adjacent sidewalks, landscaping, utilities, and structures
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3.2 Pavement Removal & Surface Preparation

- Mill existing asphalt surface to a depth of approximately [1.5–2 inches or as specified]
 - Remove deteriorated asphalt in designated full-depth repair areas
 - Properly dispose of millings and debris off-site (unless recycled on-site)
 - Clean and prepare surface prior to paving
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3.3 Base Repairs (As Needed)

- Excavate failed subgrade areas
 - Install and compact aggregate base material
 - Perform proof-rolling to verify subgrade stability
 - Compact base to specified density
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3.4 Asphalt Installation

- Apply tack coat prior to paving
 - Install hot mix asphalt (HMA) surface course, approximately [1.5–2 inches compacted thickness]
 - Compact asphalt to meet local/state DOT density standards
 - Ensure proper tie-ins to existing pavement, curbs, and structures
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3.5 Drainage Adjustments

- Adjust manholes, catch basins, and valve boxes to final grade
 - Ensure positive drainage and proper slope
 - Repair any damaged drainage components
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3.6 Pavement Markings & Signage

- Re-stripe parking stalls, fire lanes, directional arrows, and crosswalks
- Install ADA-compliant accessible parking spaces in accordance with ADA regulations
- Replace or install new signage as required

3.7 Site Restoration

- Restore disturbed landscaping areas
 - Clean site of debris and excess materials
 - Final walkthrough and punch list corrections
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4. Quality Control

- All work shall comply with local, state, and applicable DOT specifications
 - Materials shall meet approved mix design standards
 - Compaction testing (if required)
 - Warranty on workmanship and materials (1 year minimum)
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5. Safety Requirements

- Contractor shall comply with OSHA regulations
 - Maintain safe pedestrian access at all times
 - Coordinate with school officials to minimize disruption
 - Provide barricades and signage during construction
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6. Schedule

- Estimated duration: [X] calendar days
 - Work to be completed during:
 - ☐ Summer break
 - ☐ Weekends
 - ☐ Phased construction
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7. Exclusions (If Applicable)

- Lighting upgrades
- Major drainage redesign

- Utility relocation
- Structural concrete curb replacement (unless noted)