



MEMORANDUM

TO: Attendees and Planholders

FROM: Carl H. Smith, P.E.

SUBJECT: Pre-Proposal Conference Minutes
Greenville Utilities Commission / RFB 22-61
GCP10099 Multiple High Pressure Natural Gas Facilities Construction

DATE: 9/7/2022

A Pre-Proposal Conference for the subject project was held in the Conference Room 1 of Greenville Utilities Commission (GUC) at 3355 NC HWY 43 N, Greenville, NC 27834 on Wednesday, September 7, 2022 at 10:00 a.m. Attendance was documented on a sign-in sheet, a copy of which is attached to this memorandum.

Following the Safety Briefing, welcome, and introductions; Carl Smith provided a short project overview and shared the following information with the attendees:

- The scope of the project generally includes:
 - Construct, test, and purge, of the new Old Tar Road Gate Station, as part of GUC's GCP10099 Multiple High Pressure Natural Gas Facilities Construction project.
 - Construction will be within GUC owned property and/or utility easements.
 - Project will be coordinated with Duke Energy/Piedmont Natural Gas (PNG) and their selected contactor. PNG will construct the upstream portion of the project (from Transmission tap to custody transfer flange). The portions of the plans that are shaded are the responsibility of PNG.
 - Worked included under this contract includes equipment foundations; AC Mitigation Installation; Equipment, piping, instrument and electrical installation; mechanical and Electrical tie-ins; final station atmospheric corrosion prevention; final station stone and grading; final station fence installation; and maintenance of erosion and sedimentation controls.
 - Gas up and commissioning will be the Owner's Responsibility. Insert "0" for Line Item V.
 - Owner responsible for tie-into existing system. Contractor to install cap outside of fence line on 8" PE.
 - Owner to request Area Light and Power from Town of Winterville.

- Schedule
 - Preliminary site work has been completed (construction entrance, erosion control and grading to subgrade elevations).
 - All owner supplied materials have been ordered and started arriving.
 - Radiographic inspection RFB due 9/21/22.
 - Final landscaping (seeding, shrubs, driveway, etc.) outside of fence to be awarded after completion of station construction.
- Although the Owner will make a sincere effort to answer all questions to the best of their ability, Proposers are reminded to rely only on written information contained in the Contract Documents and Addenda. Three sets of Questions and Answers have been issued for this project, with additional detail drawings, it is encouraged that each Proposer review each Question and Answer issued.
- Attendance at the Pre-Proposal Conference is not mandatory. Minutes of the Pre-Proposal will be prepared and issued to all plan holders.
- Proposals will be received on Wednesday, September 14, 2022 at 2:00 p.m., at 401 S. Greene St. Greenville NC 27834. Refer to the Advertisement for Proposals for details on submitting the Bid.
- Upon receipt of satisfactory proposals, GUC expects to proceed with awarding the contract and beginning construction. The contract time limit for this project will be 120 consecutive calendar days.
- Questions that arise prior to opening of proposals should be directed to the Owner. Questions received less than seven (7) days prior to the date of the opening of Bids may not be answered.
- This will be a unit price contract (refer to Pricing, Page 35).
- Bid bond or Bid deposit in an amount equal to not less than five percent (5%) of the proposal **is required**.
- Performance bond and payment bond are required.
- Properly completed and executed Proposal Package with original signatures and seals, is required.
- Compliance with the Greenville Utilities Commission M/WBE Program is required. The appropriate completed MB forms must be submitted with the bid.
- GUC will provide the materials listed in the Bill of Materials sheets 21 and 22 of the Issued for Construction Drawings. Any errors in the anticipated quantities should be brought to the Owner's attention. Any materials not included in the Bill of Materials is considered incidental.

- The contract does not include any provisions for rock excavation as it is not anticipated on this project.
- The Contractor shall submit a current copy of their Operator Qualifications, as per, Specifications and Bid Documents section (1.4, pg 69), Drug Testing (section 1.5, pg 70) programs in accordance with the project specifications. GUC may require Contractor's personnel to re-qualify on certain items such as welding and PE fusing.
- Owner will provide personnel to inspect the construction progress, Contractor will collect as-built information for this project (section 3.5.1, pg 78). GUC Gas crews' normal work hours are 10 hour days / 5 days a week. The contractor may be allowed to perform non-covered tasks outside of normal work hours.

After the Owner concluded their presentation, the floor was opened for questions:

1. Are bids to be hand delivered or can they be emailed?
As per Advertisement for Bids, bids are required to be sealed and delivered to 401 S. Greene St. Greenville NC 27834, no later than Wednesday, September 14, 2022 at 2:00 p.m. Late bids or emailed copies will not be accepted.
2. Is a Cashier's Check required for bid bond?
Yes, per General Instructions for Formal Bids, Section 5, Bid Security provides instructions for each proposal to be accompanied by a cashier's check or Certified check or an original signed/sealed Bid Bond.
3. Will piping materials be provided?
GUC will provide the materials listed in the Bill of Materials sheets 21 and 22 of the Issued for Construction Drawings. Piping is included.
4. Will contractor be required to provide X-Ray Services and what percentage of the welds will be x-rayed?
GUC will provide the X-Ray Services, this portion of the project is currently being bid. 100% of the welds will be nondestructively tested.
5. How will the Erosion Control maintenance be handled and what parts of the site does it apply to?
Erosion Control measures have already been installed per the site drawing. See the attached site drawing for reference. Contractor is to ensure existing Erosion Control measures remain on-site through duration of construction.

6. Will Saturday work be allowed?
GUC Gas crews' normal work hours are 10-hour days / 5 days a week (Monday through Friday). The contractor may be allowed to perform non-covered tasks outside of normal work hours.
 7. Who is to install the reinforced concrete drain indicated on drawings?
This is already installed by Contractor performing preliminary site work.
 8. To be clear, is the Control Building and associated concrete foundation removed from the project?
Yes.
 9. Since this is a joint project with PNG, will PNG's Welding Qualifications be accepted?
GUC's Welding procedures will be provided to the selected contractor and are in conformance with API 1104. GUC will need to review PNG's welding procedures to ensure that they are equal to GUC's procedures. Welders may need to requalify based on procedures and qualifications submitted to GUC.
- Meeting was adjourned at 10:30 a.m.