

REQUEST FOR QUALIFICATIONS

**For ENGINEERING SERVICES for
GAS DISTRIBUTION MAIN EXTENSION AND REPLACEMENT**

for

GREENVILLE UTILITIES COMMISSION
801 Mumford Road
Greenville, North Carolina 27834-1847



***Greenville
Utilities***

Revision 2.0
September 2, 2011

PURPOSE OF REQUEST FOR QUALIFICATIONS

Greenville Utilities Commission (GUC) seeks qualifications from Engineering Firms to provide comprehensive engineering services for the preparation of engineering documentation and the design and preparation of plans and specifications for the purpose of bidding and the construction of gas distribution main extension and replacement.

QUALIFICATIONS PACKAGES SHALL BE RECEIVED BY 5:00 PM (EST) ON MONDAY SEPTEMBER 19, 2011. Packages shall be submitted to Carl Smith, E.I., Gas Engineer, by mail at Greenville Utilities Commission, 801 Mumford Rd., Greenville, NC 27834 ***and*** by email at smithch@guc.com. GUC reserves the right to reject any and all Proposals.

Questions regarding this Request for Qualifications (RFQ) shall be directed to the attention of Carl Smith, E.I. at (252) 551-1492 (smithch@guc.com).

PROJECT BACKGROUND

The project will entail the installation of approximately 31,200 LF of 8" medium density polyethylene (MDPE) natural gas main in two phases. Phase 1 will consist of the installation of ± 25,000 LF of 8" MDPE natural gas main along NC Highway 33 West and Barrus Construction Road. Phase 2 will consist of the installation of ± 6,200 LF of 8" MDPE natural gas main along Old River Road (SR 1401). The estimated start date for services on this project is October 24, 2011. The estimated completion date for Phase I construction is April 2012 and July 2012 for Phase 2.

GUC intends to use 8" MDPE pipe and fittings for the proposed natural gas facilities. GUC has developed preliminary routes for the gas main extensions and replacement as shown on the attached map, "Gas Distribution Main Extension and Replacement Project – Phase 1: NC 33 West Main Extension & Phase 2: Old River Road Main Replacement."

Phase 1 will include the installation of 8" MDPE natural gas main by method of vibratory plow, open cut, and horizontal direction drilling (HDD) along NC Highway 33 West to serve Barnhill Construction Company at 562 Barrus Construction Road. Phase 1 will also include the installation of approximately 350 LF of 8" MDPE via HDD under NC Highway 264 West Bypass.

Phase 2 will include the installation of 8" MDPE natural gas main by method of vibratory plow, open cut, and HDD along Old River Road (SR 1401) to enhance GUC's current gas distribution system. This Phase will also include the abandonment of two (2) 4" MDPE main pipelines of approximately 6,200 LF.

GUC intends to engage an engineering firm to perform services pertinent to the project as more fully described below and in the Scope of Work section of this Request for Qualifications:

- Perform services that result in the design of the natural gas distribution main extension and replacement. The project includes preparation of construction, traffic control, and erosion control plans and specifications; preparation and submission of required permits, including NCDENR and USACOE permits, if required; coordination of meetings with GUC Gas Department personnel to finalize route(s) and sizing of the distribution facilities; and preparation and administration of Construction Specifications and Construction Bid Documents.
- All natural gas facilities designed for this project must meet the requirements of the United States Department of Transportation, Pipeline Safety Regulations, Code of Federal Regulations, Title 49, Part 192, Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards. The engineer must be familiar with the above code and must have performed similar work, with the ability to provide samples of previous projects.
- Work performed on both phases will be awarded under one Contract for Engineering Services and one awarded Construction Contract; however, billing will be submitted separately for work on each segment.

The conceptual schedule for the project is as follows:

- | | |
|-------------------------|--|
| ➤ September 2, 2011 | RFQ sent to potential Engineering Firms |
| ➤ September 19, 2011 | Receive Qualifications Packages |
| ➤ September 26, 2011 | Firm Selection |
| ➤ October 20, 2011 | Commission Meeting / Contract to Board |
| ➤ October 21, 2011 | Effective Date of Engineering Agreement |
| ➤ October 24, 2011 | Begin Design |
| ➤ January/February 2012 | Issue and Receive Bid Packages |
| ➤ February 16, 2012 | Award Construction Contract/Begin Construction |
| ➤ April 30, 2012 | Complete Phase 1 Construction |
| ➤ July 31, 2012 | Complete Phase 2 Construction |

SCOPE OF WORK

The **Gas Distribution Main Extension and Replacement Project – NC 33 Main Extension and Old River Road Main Replacement** will require engineering and design services per this Scope of Work and any attached drawings and addendums that may be issued thereto.

- 1. PREPARATION OF CONSTRUCTION PLANS:** Engineer will provide all labor and materials required to produce construction plans for the project in accordance with the agreed upon specifications.

Base Mapping

Engineer shall provide all materials and labor required to produce base maps on which the pipeline design information shall be placed. The base maps shall be produced from surveyed information. The base maps shall show geographical and manmade features and public right-of-way lines along the proposed pipeline route in sufficient detail to assist in the design of the pipeline route. Base mapping may be produced by performing field surveys or by use of aerial photogrammetry. If photogrammetry is used, Engineer shall provide supervision of the mapping process to insure that the resulting base maps conform to the specifications.

Engineer will provide GUC with an estimate of the quantities and cost of materials required for the project.

Engineer shall coordinate with GUC the routing of the gas mains within North Carolina Department of Transportation rights-of-way.

GUC shall provide to Engineer certain gas facility design parameters, including the gas pipe diameters, all materials specifications and valve locations. Engineer should be familiar with construction practices for natural gas installations and material requirements in order to assist in the design process when called to do so by GUC.

GUC shall procure all materials.

Field Augmentation

Engineer shall provide all labor and materials to field-augment and verify base mapping accuracy as necessary in order to produce final base maps.

The field augmentation task shall include determining whether other underground utilities are present within the work area and the horizontal location of any underground utilities. Engineer shall provide detailed utility profile information for areas of the project where this information is critical,

such as road or railroad bores, directional drill locations, and congested areas. GUC may provide labor to assist in locating utilities if requested by the Engineer.

Details

Engineer shall produce all drawing details required for the project including, but not limited to, standard erosion control measures, project-specific erosion control measures, traffic control, and typical standard gas pipe trench installation. Other details required include profile drawings of all road, railroad, and stream or ditch crossings showing the proposed installation and any existing utilities in profile, and other special details that are identified as being necessary during the design process.

2. **PERMITTING:** GUC anticipates that permits will be required for the project from various agencies. Engineer shall provide all labor and materials required to prepare and submit permit applications and required drawings. GUC believes that permits may be required from the following: North Carolina Department of Transportation, U.S. Army Corps of Engineers, North Carolina Department of Environment and Natural Resources. Engineer shall determine all permits required. Engineer shall represent GUC to the permitting agencies and attend any meetings required with permitting agencies on GUC's behalf.
3. **CONSTRUCTION SPECIFICATIONS and SPECIAL PROVISIONS:** Engineer will provide all labor and materials required to produce comprehensive Construction Specifications and Special Provisions, as required for the project.
4. **CONSTRUCTION BID DOCUMENTS:** The Engineer will prepare construction bid packages to comply with North Carolina contract bidding requirements and be responsible for advertising for construction bids, delivering or making bid packages available to interested parties, receiving the bids, assisting GUC in analyzing bids, and other duties that may be associated with normal municipal project bidding procedures.

Engineer will also provide an estimated construction cost to GUC to include all labor and materials, engineering, permitting, and other costs for use in evaluating construction bids.

5. **CONSTRUCTION ADMINISTRATION:** Engineer shall provide qualified surveying and engineering personnel for construction inspection, data collection for preparing record drawings, and to assist in conflict resolution during the construction phase of the project, if it becomes necessary.

Engineer shall provide labor and materials for property research if it becomes necessary. For example, to obtain easements or rent construction lay-down areas for the project. Property research shall include verifying property ownership, identifying any existing easements, liens, or other claims, etc. Engineer shall provide surveyed plats for easement acquisition. Any easement plats that are generated by Engineer shall be stamped by a Licensed Surveyor, licensed in the State of North Carolina.

PROPOSAL REQUIREMENTS

All proposals must contain, at a minimum, the information listed below. Engineers are asked not to submit advertising material or estimated fees.

1. A Cover Letter.
2. Brief History of Firm.
3. Statement of Professional Qualifications: Include résumés of key staff proposed to perform consulting and design work. One staff member should be designated as the proposed Project Manager, with supporting staff identification.
4. List of Recent Similar Projects Completed: List should include projects with similar scope proposed for this project. Indicate which staff and engineers from the proposed team, if any, participated in the design of each project. List to also include clients' names, contact person, addresses, and telephone numbers for each project.
5. Schedule of Rates: List rates charged on an hourly basis for each classification of personnel and equipment.
6. Location of Office: Geographic location of office assigned to perform work with listing of key staff who actually works at that location on a permanent basis.

SELECTION PROCESS

- Proposals should be received by email at smithch@guc.com no later than 5:00 PM September 19, 2011 and at the following Location:
Greenville Utilities Commission
Gas Department
Carl Smith, E.I.
801 Mumford Rd.
Greenville, NC 27834
- Screening of proposals by a staff committee should be completed by September 26, 2011.
- If interviews are necessary, interviews with selected firms will be conducted and completed by September 26, 2011.
- Contract negotiations with the selected firm should conclude with contract execution on or before October 20, 2011.

APPENDIX A SAMPLE SPECIFICATIONS

This section shall provide Engineer with certain specifications to produce acceptable construction drawings for the project. These specifications are to be considered the minimum acceptable standards and format.

ITEMS TO BE INCLUDED ON THE CONSTRUCTION DRAWINGS

Plan Views

Plan views will contain, at a minimum, the following information:

1. Proposed gas mains and appurtenances.
2. Public rights-of-way lines.
3. Private property lines adjoining the gas main route and existing easements that are contiguous to the route.
4. Existing underground utilities including water, sanitary sewer, gas, electric, telephone, cable TV, storm drains, and others if present.
3. Existing drainage structures and ditches.
4. Edge of pavement.
5. Existing electric power poles, ground transformers, and switch boxes.
6. Trees, bushes, and other vegetation that encroaches on the rights-of-way.
7. Sidewalks, gravel driveways, asphalt/concrete driveways, and mailboxes.
8. Property owners and addresses for properties that adjoin the project.
9. Telephone and cable TV pedestals.
10. Valve boxes.
11. Stationing of centerline of proposed gas main.
12. Dimensions between centerline of proposed gas main and other fixed items or facilities.
13. Scale and North Arrow.

Section Views

Profile and elevation sections will contain, at a minimum, the following information:

1. Stationing.
2. Elevation of existing utilities or structures.
3. Elevation of proposed gas main facility.
4. Distance between proposed gas main facility and existing utility or structure.

5. Scale.

SCALE OF PLAN DRAWINGS: 1" = 50'

CONSTRUCTION PLAN SIZE: 36" x 24"

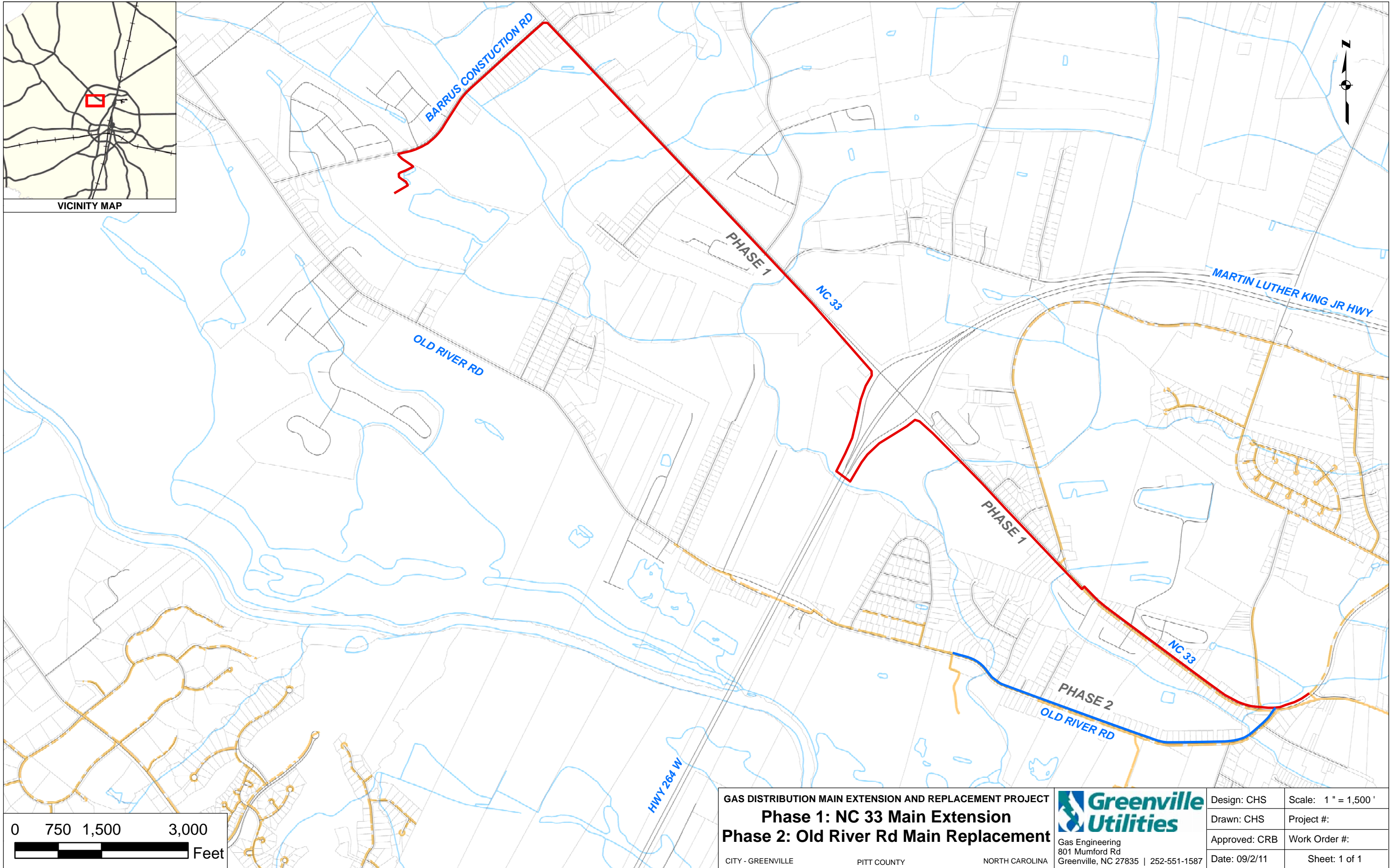
DELIVERABLES: Engineer to provide GUC with review drawings and other documents, and up to 20 complete paper sets and one (1) digital copy of the final version of the Construction Plans, permit applications and drawings, details, easements, and Record Drawings. Engineer shall also be capable of transmitting digital files of plan sheets, drawings, and text through the internet to GUC.

APPENDIX B

DRAWING



VICINITY MAP



GAS DISTRIBUTION MAIN EXTENSION AND REPLACEMENT PROJECT
Phase 1: NC 33 Main Extension
Phase 2: Old River Rd Main Replacement

CITY - GREENVILLE PITT COUNTY NORTH CAROLINA



Gas Engineering
801 Mumford Rd
Greenville, NC 27835 | 252-551-1587

Design: CHS	Scale: 1" = 1,500'
Drawn: CHS	Project #:
Approved: CRB	Work Order #:
Date: 09/2/11	Sheet: 1 of 1