

REQUEST FOR QUALIFICATIONS

For

GENERAL ENGINEERING SERVICES AGREEMENT

GREENVILLE UTILITIES COMMISSION

801 Mumford Road

Greenville, North Carolina 27834-1847



***Greenville
Utilities***

December 5, 2011

REQUEST FOR QUALIFICATIONS

Greenville Utilities Commission seeks qualifications from Engineering Firms to provide comprehensive general engineering services for the preparation of engineering documentation and the design and preparation of plans and specifications for the purpose of the construction of natural gas distribution mains.

QUALIFICATIONS PACKAGES SHALL BE RECEIVED BY 4:00 PM (ESDT) ON MONDAY, DECEMBER 5, 2011. Packages shall be submitted to Carl Smith, E.I., Gas Engineer, by mail at Greenville Utilities Commission, 801 Mumford Rd., Greenville, NC 27834 or by e-mail at smithch@guc.com. **GUC reserves the right to reject any and all Proposals.**

A proposer must notify GUC in writing of its request to withdraw a proposal within seventy-two (72) hours after the proposal opening, not including Saturdays, Sundays, or holidays. In order to justify withdrawal, the proposer must demonstrate that a substantial error exists and that the proposal was submitted in good faith.

GUC has adopted an Affirmative Action and Minority and Women Business Enterprise Plan (M/WBE) Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment, contract services, and materials acquisition and to utilize M/WBE suppliers of materials and labor when available.

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

BACKGROUND

Greenville Utilities Commission (GUC) is a municipality offering electric, water, sewer and gas services throughout Pitt County, North Carolina. Specifically, the Gas Department is requesting qualifications for general engineering services relating to all aspects of the operation of a local distribution system. GUC wishes to enter into a General Engineering Services Agreement with a firm to assist staff in meeting the current demand for natural gas service.

Services in the term of this request is defined as “any work, direction of work, technical information, technical consulting, and other technical services (including, but not limited to, design, analysis, surveying, consulting, quality assurance, and other specialized engineering services [such as providing advice concerning issues relating to construction, transportation, financing, and permitting]) furnished by the engineer.”

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

- Perform services that result in the design and construction of natural gas distribution system mains, services, and metering & regulating facilities. The scope includes preparation of construction, traffic control, and erosion control plans and specifications; preparation and submission of required permits, including North Carolina Department of Transportation (NCDOT), North Carolina Department of Energy and Natural Resources (NCDENR) and U. S. Army Corps of Engineers (USACOE) permits; and if required, coordination of meetings with GUC Gas Department personnel to finalize route(s) and sizing of the distribution facilities.
- All natural gas facilities designed for this agreement 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.
- Services will last approximately one (1) year from the commencement date on the agreement.

The conceptual schedule for the agreement is as follows:

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|---------------------|--|
| ➤ November 14, 2011 | RFQ sent to potential Engineering Firms |
| ➤ December 5, 2011 | Receive Qualifications Packages |
| ➤ December 23, 2011 | Firm Selection |
| ➤ January 2012 | Effective Date of General Services Agreement |
| ➤ January 2013 | End Date of the General Services Agreement |

SCOPE OF WORK

The **Gas Distribution General Engineering Services Agreement** will require engineering and design services per this Scope of Work and any attached drawings and addendums that may be issued thereto.

1. **PROPOSALS:** During the terms of the General Services Agreement, GUC may from time to time request the engineer to provide proposals for performing specific services. Such proposals shall be in writing and contain the specifics of the work to be performed, total estimated cost to GUC, total estimated man-hours, a schedule, and a reference to the signed agreement. After a review of the proposals GUC will elect to have the engineer perform any services.
2. **PREPARATION OF CONSTRUCTION PLANS:** Engineer will provide all labor and materials required to produce construction plans for selected projects in accordance with the agreed upon specifications.
3. **PERMITTING:** GUC anticipates that permits might be required for selected projects 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 NCDOT, USACOE, or NCDENR. 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.
4. **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.

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 no later than 4:00PM (ESDT) December 5, 2011 by email at smithch@guc.com or 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 December 23, 2011.
- If interviews are necessary, interviews with selected firms will be conducted and completed prior to December 21, 2011.

- Contract negotiations with the selected firm should conclude with contract execution in January 2012.

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APPENDIX A SAMPLE SPECIFICATIONS

This section shall provide Engineer with certain specifications to produce acceptable construction drawings. 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; gas metering & regulating facility piping.
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, North Arrow, and dimensions, as applicable.

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 and dimensions, as applicable

SCALE OF PLAN DRAWINGS: 1" = 50' (mains and services)
3/4" = 1' (meter and regulating facilities)

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.

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