

**Greenville Utilities Commission
Gas Department**

**Pre-Proposal Conference Minutes
Compressed Natural Gas Vehicle Refueling Station Project
May 9th 2011**

Attendees:

Name	Company	Telephone	Facsimile	Email
Martin Rodgers	RK&K	(804)782-1903	(804)782-2142	mrogers@rkk.com
Rob Adams	Marathon Tech.	(519)699-9250	(519)699-5255	radams@marathontech.ca
Jonathan Britt	GUC	(252)551-2048	(252)551-3303	brittjn@guc.com
Carl Smith	GUC	(252)551-1492	(252)551-3303	smithch@guc.com
Phillip Lowe	PNG	(252)343-1950		phillip.lowe@piedmontng.com
Dan Hicks	Angi Energy	(608)332-8947		dhicks@angienergy.com
Chris Marks	Jones and Frank	(919)268-6382	(919)231-1994	cmarks@jones-frank.com
Howard Harris Jr.	Clean energy	(202)870-6387		hharris@cleanenergyfuels.com
Kenn Huston	Safe Air Systems	(336)953-9330		kenn@safeairsystems.com
Freddie Hudson	Godwin Pumps	(919)422-8155	(910)383-1108	freddie.hudson@godwinpumps.com

GUC Project Team:

Jonathan Britt – Project Manager
Carl Smith – Project Engineer
Martin Rodgers – Consultant Engineer
Rob Adams – Consultant, CNG Specialist

Action Items for GUC:

1. Questions concerning cathodic protection were raised; GUC will require all underground steel pipes to be cathodically protected per the minimum requirements defined in Federal Regulations Title 49 Part 192.
2. It was asked if GUC had a soils report for the Engineering Center located adjacent to the proposed CNG Refueling Station site. Upon further investigation, GUC was unable to locate any such records.
3. GUC was asked if pre-payment on equipment would be made to the contractor. GUC has determined that the necessary arrangements for pre-payment for equipment will be made in such a manner to ensure GUC complies the requirements for the State Energy Grant awarded through the NC Solar Center.
4. GUC to issue Addendum No. 3 with updated schedule, Topographic Survey Specifications, and Site photos.
5. GUC to issue Addendum No. 4 with updated project details.

Meeting Notes:

Martin Rodgers of RK&K led a review of the Request for Proposals document from which the following clarifications, questions and comments were presented:

1. When discussing the current schedule, a time extension for inquires and submitting proposals was request. GUC agreed to extending the deadline for submitting inquires to May 13th 2011 and the due date to submit Contractor Proposals to May 20th 2011. Addendum #3 will be released to cover the change in schedule.
2. Contractors are requested to secure any available Federal or State Funded Grants for the installation of CNG Stations. Grants that can be guaranteed by the contractor should be specifically listed in the proposal.
3. A conceptual site layout on the proposed site was provided to potential proposers. It was noted that specifications for a required contractor Topographic Survey would be issued in Addendum #3, and a maximum paved area would be issued in Addendum #4.

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4. GUC's Gas Distribution System pressures were discussed, proposers should consider a minimum of 30psig and a maximum of 60psig for gas pressure supplied to the site. It was also noted that GUC would install service up to the meter, and would place the meter where requested in the proposal. Regulation to the compressors will be downstream of the meter.
5. The Contractor will be required provide GUC with as-built drawings in both AutoCad and .pdf formats. The contractor will own the drawings but GUC will reserve the right to use as necessary.
6. In Phase 2, the 2 hour response time to address station shutdown was discussed, and clarified to only be necessary in the event that both compressors are down at the same time, which should be an unlikely scenario.
7. A potential proposer asked if used equipment could be specified if available. For the Proposal, all equipment specified should be new equipment, although used equipment could be specified on an alternate price proposal. All substitutions should also be made in alternate bids.
8. GUC has been awarded a grant for \$163,500 through the NC Solar Center. In order to receive the grant funding, twice the grant amount will need to be spent on new equipment. Another stipulation for receiving the grant funding is that equipment will need to be received and paid for by December 31, 2011 (Note: Addendum No. 1). It was noted that materials could be delivered to GUC warehouse for storage if needed.
9. Proposers were asked if general site specifications were needed, and the group consensus was that these specifications were not necessary.
10. It was also noted that securing all permits for the construction of the CNG Refueling Facility is the responsibility of the awarded Contractor.
11. When contractors are designing the CNG station preliminary designs can be as submitted to GUC as needed before the due date to submit preliminary designs. It was also noted that Proposals could be submitted via email to Jonathan Britt (brittjn@guc.com) and copied to Martin Rodgers (mrodgers@rkk.com).
12. Contractors will need to ensure their insurance includes design-build contracts.
13. A potential proposer asked what weighting system would be used to select Proposals. Proposals will be evaluated considering overall best value, not exclusively based on price.
14. Facility designs should include 25-30% extra underground conduit capacity for future expansion. The underground compressor-to-island NG lines will be designed for full station build out, so that in the future additional excavation will not be necessary. Above ground conduits can be sized to house the necessary hardware for this phase of the Project.
15. GUC noted that lighting should be installed in the compressor and storage compound, as well as on the island. If a canopy is proposed as an alternate, lighting should be included in this as well.
16. Security for the refueling station should include fencing around the compressor/storage compound, and at a minimum conduit installed for future security cameras for monitoring the compressor/storage compound and the fueling island.
17. The compressor and storage compound flood protection will be left up to the Contractor to design, whether it is an above ground structure, grading modifications, or retaining walls.
18. If the noise level of the compressor is below 80dB level, no other sound attenuation will be needed.
19. The valve panel for the compressors can be mounted either on the compressor skid or away from the compressor.

The pre-proposal conference concluded with a Site visit. Photos of the site will be issued with Addendum #3.
The conference lasted approximately 2 hours.