



MEMORANDUM

TO: Attendees and Planholders

FROM: Carl H. Smith, P.E.

SUBJECT: Pre-Proposal Conference Minutes
Greenville Utilities Commission / RFB 18-34
GCP-88 Gate Station Gas Fired Water Heater Installation

DATE: 7/18/2018

A Pre-Proposal Conference for the subject project was held in the Engineering Center Conference Room of Greenville Utilities Commission (GUC) at 801 Mumford Road, Greenville, NC 27834 on Tuesday, July 17, 2017 at 10:00 a.m. Attendance was documented on a sign-in sheet, a copy of which is attached to this memorandum.

Following the welcome and introductions, John Daughton provided a short project overview and shared the following information with the attendees:

- The scope of the project generally includes:
 - Construct, test, purge, and gas-up of the Gas Fired Water Heaters at Gate Station No. 3, No. 4, and No. 5
 - Gate Station No. 4 will require additional work as to replace the inlet and outlet valves on each regulator run. This will require the cutting and removal of the outlet header piping and the installation of a new outlet header and four (4) flanged valves.
 - Construction will be within GUC owned property and/or utility easements.
 - Worked included under this contract includes the removal of pipe and flanges, the installation of inlet, outlet and bypass piping, stainless steel tubing and 1-inch rigid conduit, painting of bare pipe and fittings, and associated concrete work for pipe supports and foundation or gas fired water bath heaters.
- 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.
- 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, August 1, 2018 at 2:00 p.m., in the same location as the Pre-Proposal Conference (Engineering Center Conference Room at 801 Mumford

Road, 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 60 consecutive calendar days and liquidated damages are set at \$500.00 per calendar day.
- 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 30).
- 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 on Cover Sheet of the construction plans for each Gate Station No. 3, No. 4, and No. 5. Any major errors in the anticipated quantities should be brought to the Owner's attention.
- 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 (Technical Specs (TS) 1.4), Drug Testing (TS 1.5) programs in accordance with the project specifications. GUC may require Contractor's personnel to re-qualify on certain items such as welding.
- GUC will provide personnel to inspect and collect as-built information for this project (TS 3.5.1). 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:

- Meeting was adjourned at 10:15 a.m.