



## MEMORANDUM

**TO:** Attendees and Planholders

**FROM:** F. Durward Tyson, Jr., P.E. *FD7, Jr.*

**SUBJECT:** Pre-Bid Conference Minutes  
RFB 18-42 / DIMP Project 2018-01  
Cathodic Protection Short Repair & Emergency Valve Replacement

**DATE:** August 2, 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 Thursday, August 2, 2018 at 11:00 a.m. Attendance was documented on a sign-in sheet, a copy of which is attached to this memorandum.

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

- 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.
- All questions relative to this project must be submitted no later than Tuesday, August 7, 2018 at 5:00 p.m.
- 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 Thursday, August 16, 2018 at 11:00 a.m., in the same location as the Pre-Bid 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. All work under this contract must be completed by June 30, 2019.
- This will be a unit price contract (Proposal Form is Page 34 of the Contract Documents).
- Bid bond or Bid deposit in an amount equal to not less than five percent (5%) of the proposal **is required**.

- A Performance bond **is required** (The Owner incorrectly stated that Performance Bonds were not required at the Pre-Bid Meeting).
- 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 in the construction plans. 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 successful bidder will be required to submit a current copy of their Operator Qualifications and Drug Testing programs in accordance with the project specifications. GUC may require Contractor's personnel to re-qualify on certain items such as welding and fusing.
- GUC will provide personnel to inspect and collect as-built information for this project.

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

- The construction drawings for the emergency valve replacement include traffic control plans for each work zone. These drawings provide the minimum requirements that GUC expects the Contractor to provide. If the Contractor's safety program requires additional measures (i.e. Jersey barriers, etc.), then the Contractor should include those measures in their proposal.
- GUC has not exposed these sections of pipe to determine if the coating contains asbestos; however, the coating from similar sections of recently exposed pipe have been tested and no asbestos was detected.
- As noted in the Bill of Materials, the Owner has purchased Mueller stopper fittings for this project.

Meeting was adjourned at 10:30 a.m.

PRE-BID MEETING  
Tuesday, August 2, 2018 @ 10:00 a.m.

OWNER: Greenville Utilities Commission  
PROJECT: DIMP Project 2018-01: Cathodic Protection Short Repair & Emergency Valve Replacement  
CONTRACT: RFB 18-42  
MEETING LOCATION: 801 Mumford Road  
Greenville, NC 27834

<u>Name</u>	<u>Affiliation</u>	<u>Telephone</u>	<u>Email Address</u>
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