

REQUEST FOR PROPOSALS

**For ENGINEERING SERVICES for
GAS DISTRIBUTION SYSTEM IMPROVEMENTS**

for

GREENVILLE UTILITIES COMMISSION
PO Box 1847
Greenville, North Carolina 27835-1847



***Greenville
Utilities***

PROPOSAL PACKAGES SHALL BE RECEIVED BY 4:00 PM (EDST) ON OCTOBER 18, 2013.

Revision 1.1
September 18, 2013

PURPOSE OF REQUEST FOR PROPOSALS

Greenville Utilities Commission (GUC) seeks proposals from Engineering Firms to provide comprehensive engineering services including the preparation of engineering documentation, the design and preparation of plans and specifications for the purpose of bidding and construction administration for gas distribution system improvements.

PROPOSAL PACKAGES SHALL BE RECEIVED BY 4:00 PM (EDST) ON October 18, 2013. Packages shall be submitted to Carl Smith, EI, Gas Distribution Engineer, by mail at Greenville Utilities Commission, 801 Mumford Rd., Greenville, NC 27835. GUC reserves the right to reject any and all Proposals.

Questions regarding this Request for Proposals (RFP) should be received by or before October 1, 2013. Answers shall be communicated by October 7, 2013. All questions shall be directed to the attention of Carl Smith, EI, at (252) 551-1492 (smithch@guc.com) or David Malinauskas, PE, at (252) 551-1594 (malinadg@guc.com).

Affirmation Action; Nondiscrimination: Provider will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees, without discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

PROJECT BACKGROUND

The Project will include the design of approximately 19,000 linear feet of 8" coated steel natural gas distribution main along NC 264 Bypass from MacGregor Downs Road to Old River Road (herein referred to as North Western Loop High Pressure Main Interconnect), approximately 14,000 linear feet of 6" medium-density polyethylene natural gas distribution main along Old River Road from NC 264 Bypass to Barrus Construction Road (herein referred to as Old River Road Main Extension), two (2) district regulator stations, cathodic protection rectifier with anode bed and one (1) crossing of the Tar River. The desire is to begin services on the Project as soon as possible with construction following soon after design services are completed.

GUC has developed preliminary routes for the gas main interconnect and extension as shown on the attached map, "NW Loop High-Press. Interconnect / Old River Rd. Extension". See Appendix B for reference.

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 Proposal:

- Perform services that result in the design of a high pressure distribution system, two (2) natural gas district regulator stations, cathodic protection rectifier size and location, and two distribution main interconnects. The Project includes preparation of construction plans, traffic control plans, and erosion control plans and specifications; preparation and submission of required permits, including, North Carolina Department of Transportation (NCDOT) Encroachments, North Carolina Department of Energy and Natural Resources (NCDENR) and United States Army Corps of Engineers (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 USDOT, 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, must have performed work in accordance with this Regulation and be able to provide samples of previous projects.
- Engineering work for both the North Western Loop High Pressure Main Interconnect and Old River Road Main Extension will be awarded under one engineering services contract consisting of two parts to be billed separately, for project accounting purposes. Construction work for the North Western Loop High Pressure Main Interconnect and regulator stations will be awarded under one construction contract. GUC crews will perform construction work for the Old River Road Main Extension so it will not be included in construction contract document preparation.
- GUC reserves the right to modify the work scope should the Project requirements change prior to entering into contract with the Engineering Firm.

The conceptual schedule for RFP selection process for the Project is as follows:

- Sept. 20, 2013 RFP sent to potential Engineering Firms
- Oct. 18, 2013 Receive Proposals Packages
- Nov. 15, 2013 Firm Selection

SCOPE OF WORK

The **Gas Distribution System Improvement Project – North Western Loop High Pressure Distribution Main Interconnect and Old River Road Main Extension** will require engineering, design, bidding and construction administration services per this Scope of Work and any attached drawings and addenda that may be issued thereto.

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. Final plans shall include plan view of route and elevation profile showing road, utility, stream and other crossings.

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

Engineer shall coordinate with GUC the routing of the gas mains within NCDOT rights-of-way and any easements. Engineer shall negotiate with property owners for an agreed upon price from GUC, procure the necessary easement and land acquisition documents and deliver those to GUC for execution.

Engineer shall provide labor and materials for property research for district regulator stations and rectifier installation location and will obtain easements or rent construction lay-down areas for the Project, if necessary. 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.

GUC shall provide to Engineer certain gas facility design parameters, including the gas pipe diameters, all materials specifications and test station 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 natural gas pipe, fittings, and appurtenances for provision during construction.

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 required details include profile drawings of all road, railroad, river, 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.

Engineer shall design and provide Specifications for a cathodic protection system with a rectifier and anode bed, including, but not limited to, conducting soil resistivity readings and evaluations and site selection for rectifier and anode bed. Engineer to perform AC mitigation study along route that has the potential to be impacted by overhead electric lines. Include AC mitigation devices and/or decouple devices during the design as needed as to not affect the integrity of the cathodic protection system. Cathodic protection system shall be designed to protect steel pipe for this Project and potential future extensions along the route.

PERMITS: 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 required permits may include but are not limited to the following: NCDOT, USCOE, 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.

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.

CONSTRUCTION BID DOCUMENTS AND CONTRACT PREPARATION: The Engineer will prepare construction bid packages, including all contract front end documents to comply with North Carolina contract bidding requirements and will be responsible for advertising for construction bids, delivering or making bid packages available to interested parties, responding to contractor/bidder inquiries, issuing addenda, receiving the bids, assisting GUC in analyzing bids, and other duties that may be associated with normal municipal project bidding procedures. Engineer shall facilitate execution of all construction contract documentation by GUC and Contractor.

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. Engineer shall provide comprehensive bill of materials to GUC for final material procurement.

CONSTRUCTION ADMINISTRATION: Engineer shall provide qualified surveying and engineering personnel for construction observation, data collection for record drawing preparation and to assist in conflict resolution during the construction phase of the Project, if necessary.

**PROPOSALS ARE SUBJECTED TO GREENVILLE UTILITIES
COMMISSION'S TERMS AND CONDITIONS.**
<http://www.guc.com/doing-business-with-us>

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PROPOSAL REQUIREMENTS

All proposals must contain, at a minimum, the information listed below. Consultants are asked not to submit advertising material in substitution for responding to below.

1. A Cover Letter.
2. Brief History of Firm.
3. Statement of Professional Qualifications: Include résumés of key staff proposed to perform consulting, surveying, 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, and indicate which staff and consultants from the proposed team, if any, participated in the design of each project. List must also include clients' names, contact person, addresses, and telephone numbers for each project for reference.
5. List of Subconsultants: If any subconsultants are used to assist with the engineering services, list the names of the firms along with professional qualifications and recent similar projects completed.
6. Schedule of Rates: List rates charged on an hourly basis for each classification of personnel and equipment.
7. Conceptual Project Schedule: Include a conceptual project schedule from project kickoff to construction completion including, but not limited to the following milestones: survey, initial drawings, final drawings, easement/land acquisition, final drawings, permits, construction contracting drafting, bidding construction contracts, and construction for the steel pipeline.
8. Location of Office: Geographic location of office assigned to perform work with listing of key staff who actually work at that location on a permanent basis.
9. Special Considerations: Include any special considerations, conditions, or other circumstances the engineer foresees affecting the project.
10. Responses must be double-sided and are limited to a total of 40 pages. The font size shall not be smaller than 11-point. A total of

four (4) hard copies must be submitted, along with a digital copy in .pdf format.

KEY STAFF

- The primary contact regarding this request for proposals will be Carl Smith, EI, Gas Distribution Engineer, (252) 551-1492. The secondary contact regarding this request for proposals will be David Malinauskas, PE, Gas Engineer II, (252) 551-1594.
- Key Staff members who may be directly involved with both the consultant selection and draft review are listed below.

Mr. Anthony L. Miller	Director, Gas Systems
Mr. Charles Buck	Gas Planning Engineer
Mr. Jason Cyphers	Technical Support Coordinator
Mr. Eric Phillips	Technical Support Assistant

SELECTION PROCESS

- Proposals should be received no later than 4:00 PM (EDST) October 18, 2013. All firms submitting proposals must be duly licensed to practice engineering in the State of North Carolina.
- Screening of proposals by a staff committee should be completed by November 15, 2013. The staff committee will review the potential engineering firm's recent specialized experience, firm's staff qualifications, firm's capacity to accomplish the work, firm's past performance, location of the firm and other considerations when screening proposals.
- If interviews are necessary, interviews with selected firms will be conducted and completed by November 15, 2013.
- Contract negotiations with the selected firm should conclude with contract execution on or about January 6, 2014.

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.
5. Existing drainage structures and ditches.
6. Edge of pavement and street centerlines, if applicable.
7. Existing electric power poles, ground transformers and switch boxes.
8. Trees, bushes and other vegetation that encroach on the rights-of-way and gas main route.
9. Sidewalks, driveways and mailboxes.
10. Property owners and addresses for properties that adjoin the Project.
11. Telephone and cable TV pedestals.
12. Valve boxes.
13. Stationing of centerline of proposed gas main.
14. Dimensions between centerline of proposed gas main and other fixed items or facilities.
15. Scale, North Arrow and vicinity map.
16. General notes, construction sequence and Erosion Control Notes.

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.
6. Entrance, exit and control points for directional drills.
7. Length of directional drill.

SCALE OF PLAN DRAWINGS: 1" = 50' or as recommended

CONSTRUCTION PLAN SIZE: 36" x 24" or as recommended

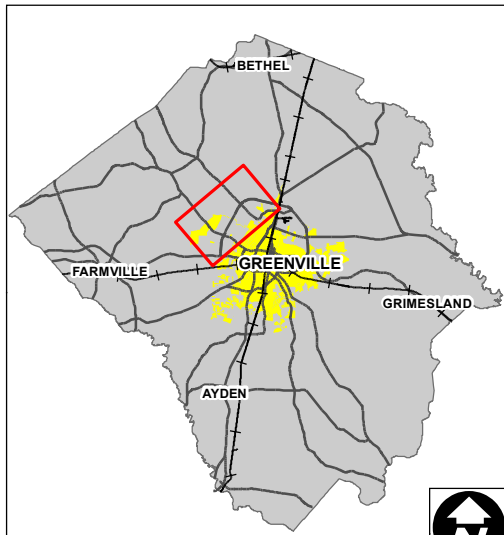
DELIVERABLES: Engineer to provide Commission with review drawings and other documents, up to 20 complete paper sets and two (2) digital copies of the final version of the Construction Plans, permit applications and drawings, details, easements, and Record Drawings in both Microstation (AutoCad) and Adobe Acrobat (.pdf) formats. Engineer shall also be capable of transmitting digital files of plan sheets, drawings and text through the internet to GUC.

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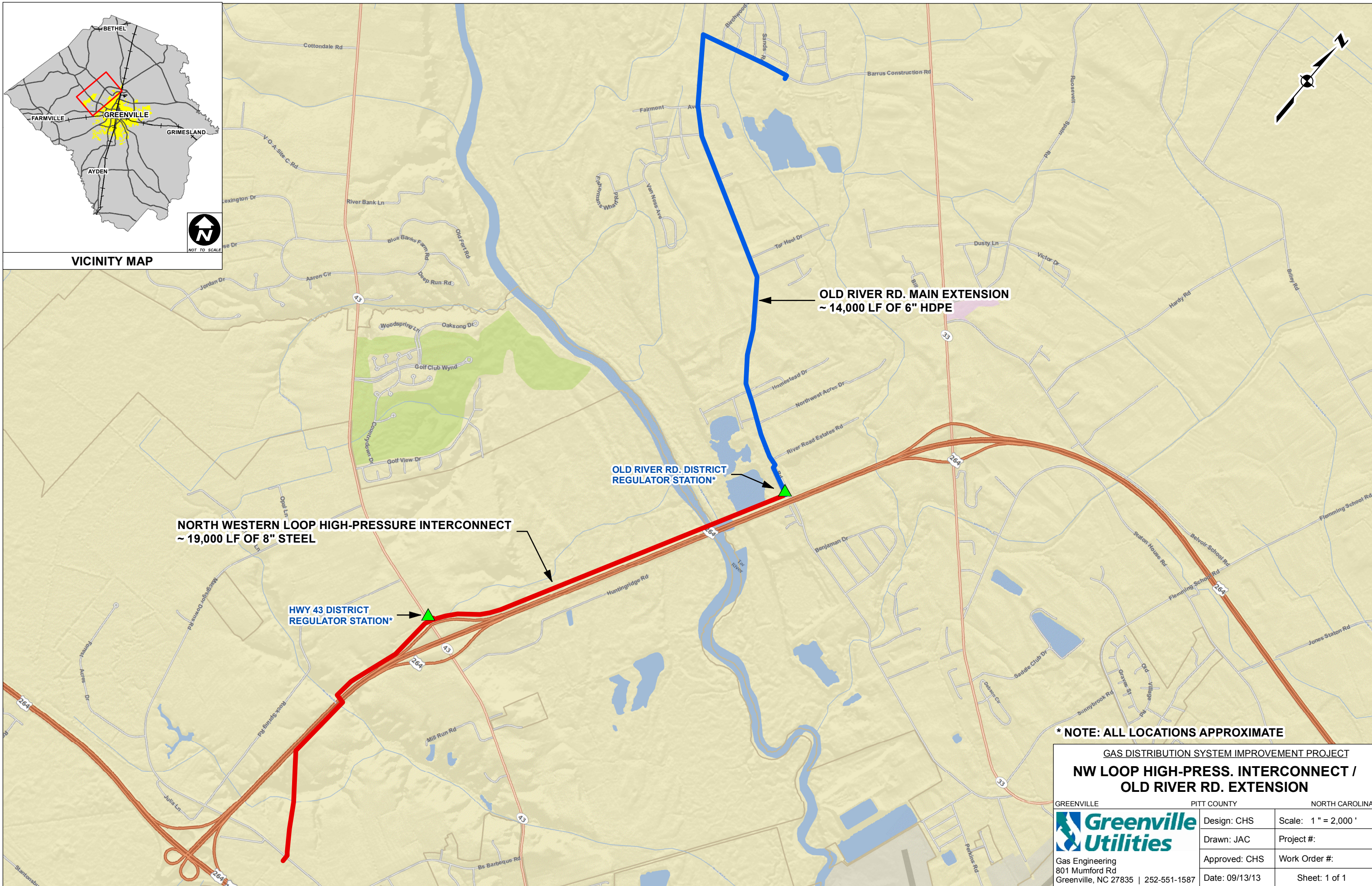
APPENDIX B

DRAWING

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VICINITY MAP



**NORTH WESTERN LOOP HIGH-PRESSURE INTERCONNECT
~ 19,000 LF OF 8" STEEL**

**HWY 43 DISTRICT
REGULATOR STATION***


**OLD RIVER RD. DISTRICT
REGULATOR STATION***

**OLD RIVER RD. MAIN EXTENSION
~ 14,000 LF OF 6" HDPE**

*** NOTE: ALL LOCATIONS APPROXIMATE**

**GAS DISTRIBUTION SYSTEM IMPROVEMENT PROJECT
NW LOOP HIGH-PRESS. INTERCONNECT /
OLD RIVER RD. EXTENSION**

GREENVILLE PITT COUNTY NORTH CAROLINA

 Gas Engineering 801 Mumford Rd Greenville, NC 27835 252-551-1587	Design: CHS	Scale: 1" = 2,000'
	Drawn: JAC	Project #:
	Approved: CHS	Work Order #:
	Date: 09/13/13	Sheet: 1 of 1