



REQUEST FOR QUALIFICATIONS

**For ENGINEERING SERVICES for
DESIGN OF CATHODIC PROTECTION
RECTIFIER AND ANODE BED**

For

GREENVILLE UTILITIES COMMISSION

**Of the
City of Greenville, North Carolina**

**401 South Greene Street
Greenville, North Carolina 27834**

Issue Date: April 26, 2018

Response Due Date: May 10, 2018 5:00 pm (EDST)

REQUEST FOR QUALIFICATIONS

Greenville Utilities Commission (GUC) seeks qualifications from professional engineering firms to provide comprehensive engineering services for the design of a Cathodic Protection Rectifier and Anode Bed.

SCOPE OF WORK

Greenville Utilities Commission requests consultant to perform any and all tasks necessary to successfully evaluation the location and design of a cathodic protection rectifier and anode bed to replace GUC's existing Deck Street rectifier system. Consultant shall supply all equipment, labor and materials necessary to conduct soil resistivity readings for system to be protected and evaluation of two sites selected by the Owner. Consultant shall review GUC's existing rectifier performance records and test station data associated with the Deck Street rectifier. Consultant shall provide a written report recommending equipment and anode bed configuration; including soil resistivity readings of all locations tested, site plan drawings, and calculations used to determine recommendation. Greenville Utilities will provide access to all records of rectifier performance and test station readings (locations) for the past five (5) years.

PROJECT BACKGROUND

Greenville Utilities' gas distribution system is comprised of approximately 600 miles of main and 400 miles of service lines supplied by five (5) city gate stations and a Liquefied Natural Gas (LNG) Peak Shaving plant. The city gate stations reduce the transmission pipeline gas pressure from 350-740 psig before it enters the 60 psig MAOP distribution system, which serves approximately 23,000 customers throughout an 88 square mile service area in Pitt County, NC. The system is comprised of 68 miles of carbon steel main, and 553 miles of polyethylene plastic pipe. The 68 miles of steel pipeline is protected by 5 rectifiers; Sunset Ave., LNG, Ayden, Deck St., and Red Banks Road. The Deck Street Rectifier is approximately 40 plus years in age and protects approximately 14.5 miles of the steel main. The length in feet per pipe size that will be protected by the new rectifier and anode bed is shown in the table below. Existing Deck Street Rectifier average voltage over the last year 41.3 Volts and the average current output over the past year 1.45 amps.

Pipe Size (inches)	Length (Feet)
3/4"	421
1"	5,684
1 1/4"	698
1 1/2"	819
2"	30,726
4"	22,438
6"	7,700
8"	7,997
TOTAL:	76,484

STATEMENT OF QUALIFICATIONS SUBMISSION PROCESS

- Statement of Qualifications (SOQ) must be in sealed envelopes clearly marked on the outside with the name of the project and the RFQ receipt date and time. **Three (3) copies** of the SOQ's shall be addressed to the **Gas Distribution Engineer, Greenville Utilities Engineering Center, 801 Mumford Road, Greenville, N.C., 27834** no later than **5:00 pm (EDST) on May 10, 2018**.
- All firms submitting SOQ's must be duly licensed to practice consulting/engineering in the State of North Carolina.
- Screening of SOQ's by a staff committee should be completed by May 17, 2018.
- Contract negotiations with the selected firm should conclude with contract execution on or about May 31, 2018.

STATEMENT OF QUALIFICATIONS MINIMUM REQUIREMENTS

The following information must be included in your SOQ in order for it to be considered responsive. Consultants 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 work. One staff member should be designated as the proposed Project Manager, with supporting staff identification.
4. Scope of Work: Describe methods of providing proposed services. Including and special considerations, conditions, or other pertinent circumstances you foresee affecting this work. Include a time chart that includes gathering initial information, first, second, and final drafts, and distribution of Study copies.
5. Schedule of Rates: List rates charged on an hourly basis for each classification of personnel and equipment.
6. List of Recent Similar Studies/Projects Completed: List should include projects with similar scope proposed for this project. Indicate which staff and consultants 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.
7. 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.

CONTACT INFORMATION

Questions regarding this Request for Qualifications should be received by or before May 3, 2018. Answers shall be communicated by May 7, 2018. All questions shall be directed to the attention of Carl Smith, GUC Gas Distribution Engineer, at (252) 551-1492 or by email at smithch@guc.com.

EVALUATION CRITERIA

Vendor selection shall be based on evaluation and rating of Vendor's demonstrated competence and qualifications/performance for the type of services/products to be offered. The following guidelines will be used as minimum criteria for rating the Vendor:

1. Qualifications of the team proposed for this project.
2. Project approach and methodology that demonstrates an understanding of the requirements.
3. Work plan/schedule.
4. Similar projects completed.
5. References from past customers of vendor.

EVALUATION AND AWARD

GUC reserves the right to reject any and all SOQ's, to waive any and all informalities, and to disregard all nonconforming or conditional SOQs or counter SOQ's. In evaluating SOQ's, GUC shall consider whether the SOQ's comply with the prescribed requirements, plus all alternates or options requested.

GUC reserves the right to include or exclude any option or alternative(s).

If interviews/presentations are necessary, interviews with selected respondents will be scheduled and conducted on site on a date and time mutually agreeable by both parties. If a

SOQ is to be awarded, it will be awarded to the best qualified responsible, responsive respondent whose evaluation by GUC indicates that the award will be in GUC's best interests.

MINORITY BUSINESS PARTICIPATION PROGRAM

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

CONFLICT OF INTEREST

In general, conflicts of interest relate to the potential for self-gain usually, but not always, of a fiscal nature. Potential for self-gain can serve to undermine the judgment or objectivity of vendors providing consultation services. A potential or actual conflict of interest exists when commitments and obligations to GUC are likely to be compromised by a vendor's other interests or commitments, especially economic, particularly if those interests or commitments are not disclosed. Not all conflicting interests are necessarily impermissible. Timely and complete disclosure of potential conflicts of interest may be a satisfactory remedy and protects

the consultant from suspicion and accusations of breach of professional integrity. Vendors are asked to disclose any situation or relationship that might be regarded as potential conflict of interest with, but not limited to, their expected duties and recommendations as defined in this RFP.

VENDOR INCURRED COSTS

All costs that may be incurred to prepare SOQs, attend meetings, attend site inspections, provide requested follow-up information, make formal and informal presentations, and for the entire contract negotiations process if applicable, shall be the sole responsibility of each vendor. GUC is not responsible under any circumstances for reimbursement of any costs that may be incurred by vendors during the SOQ preparation, subsequent selection or negotiation stages.

STATEMENT OF QUALIFICATIONS WITHDRAWAL

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

AFFIRMATIVE ACTION

The 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.

MEDIATION/BINDING ARBITRATION

In the event of any dispute between the Parties, the Parties agree to submit any dispute to nonbinding mediation before a mutually agreeable Mediator prior to initiating litigation. If the Parties are unable to agree upon a Mediator within thirty (30) days after demand therefore, either Party may petition a Court of competent jurisdiction for the designation of a qualified Mediator for these purposes. Each Party shall bear its own costs and expenses of participating in the mediation (including, without limitation, reasonable attorneys' fees), and each Party shall bear one-half (1/2) of the costs and expenses of the Mediator. Unless otherwise agreed, the Parties will hold the mediation in Greenville, North Carolina. The matters discussed or revealed in the mediation session shall not be disclosed in any subsequent litigation.

In the event the matter is not resolved in mediation, either Party may request arbitration. The parties shall jointly select an Arbitrator, and shall be bound by the decision of the Arbitrator with respect to any dispute between the parties with respect to this Agreement. If the parties are unable to mutually agree upon an Arbitrator, the Parties shall each select an Arbitrator, and the two Arbitrators so selected shall select a third Arbitrator, and the decision of the majority of

the Arbitrators shall be conclusive and binding upon the Parties. The Parties at all times agree to equally split the costs of any Arbitrator(s) selected in an effort to resolve the dispute between the Parties. Any party desiring to resolve a dispute under the terms of this Agreement shall notify the other Party in writing, and the Parties shall seek to agree upon a mutually agreed upon Arbitrator within a period of ten (10) days from the date of such written demand. If the Parties are unable to agree within such ten (10) day period, the Parties shall each select an Arbitrator, and the two (2) Arbitrators so selected shall select a third Arbitrator within fifteen (15) days from the date of the written demand for arbitration, and a decision shall be rendered by the Arbitrator(s) so selected within five (5) days after such Arbitrator(s) is selected.

INDEMNITY PROVISION

Provider agrees to indemnify and save GREENVILLE UTILITIES COMMISSION of the City of Greenville, Pitt County, North Carolina, and the City of Greenville, North Carolina, its co-owners, joint ventures, agents, employees, and insurance carriers harmless from any and all losses, claims, actions, costs, expenses including reasonable attorney fees, judgments, subrogations, or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property of whatsoever nature of any person arising out of or incident to the performance of the terms of this Contract by Provider, including, but not limited to, Provider's employees, agents, subcontractors, and others designated by Provider to perform work or services in, about, or attendant to, the work and services under the terms of this Contract. Provider shall not be held responsible for any losses, expenses, claims, subrogations, actions, costs, judgments, or other damages, directly, solely, and proximately caused by the negligence of Greenville Utilities Commission of the City of Greenville, Pitt County, North Carolina. Insurance covering this indemnity agreement by the Provider in favor of Greenville Utilities Commission of the City of Greenville, Pitt County, North

GOVERNING LAWS

All contracts, transactions, agreements, etc., are made under and shall be governed by and construed in accordance with the laws of the State of North Carolina.

ADMINISTRATIVE CODE

Bids, SOQs, and awards are subject to applicable provisions of the North Carolina Administrative Code.

CONFIDENTIAL INFORMATION

Except as provided by statute and rule of law, GUC will keep trade secrets which the Provider does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Provider. Cost information shall not be deemed confidential.

The determination of whether a matter is confidential will be determined by North Carolina law.

GOOD FAITH STATEMENT

All information provided by GUC in this RFP is offered in good faith. Individual item(s) are subject to change at any time. GUC makes no certification that any item(s) are without error. GUC is not responsible or liable for any use of the information or for any asserted claims.

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E-Verify

1. I have submitted a SOQ for contract or desire to enter into a contract with the Greenville Utilities Commission;
2. As part of my duties and responsibilities pursuant to said SOQ and/or contract, I affirm that I am aware of and in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):
3. ____ After hiring an employee to work in the United States I verify the work authorization of said employee through E-Verify and retain the record of the verification of work authorization while the employee is employed and for one year thereafter; or
4. ____ I employ less than fifteen (15) employees in the State of North Carolina.
5. As part of my duties and responsibilities pursuant to said SOQ and/or contract, I affirm that to the best of my knowledge and subcontractors employed as a part of this SOQ and/or contract, are in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):
6. ____ After hiring an employee to work in the United States the subcontractor verifies the work authorization of said employee through E-Verify and retains the record of the verification of work authorization while the employee is employed and for one year thereafter; or
7. ____ Employ less than fifteen (15) employees in the State of North Carolina.

Specify subcontractor: _____

_____ (Company Name)

By: _____ (Typed Name)

_____ (Authorized Signatory)

_____ (Title)

_____ (Date)

It is certified that this RFQ/SOQ is made in good faith and without collusion or connection with any other person responding on the same above listed items. It is also certified that this SOQ is made in good faith and without collusion or connection with any GUC employee(s).

Certified check or cash for \$ _____ n/a _____ or bid bond for \$ _____ n/a _____ attached.

Firm Name _____ Phone (____) _____

Address _____

City _____ State _____ Zip Code _____

Fax (____) _____ E-Mail _____

Authorized Official _____ Title _____

Typed Name

_____ Date _____

Signature

**Three (3) copies of your RFQ/SOQ should be received May 10, 2018
no later than 5:00 PM (EDST)**