



## MEMORANDUM

**TO:** Attendees and Planholders

**FROM:** Dillon E. Wade, P.E. *DEW*

**SUBJECT:** Pre-Bid Conference Minutes  
Greenville Utilities Commission / RFB 23-31  
DIMP Project 2023-01: Natural Gas Emergency Valve Replacement

**DATE:** June 20, 2023

A Pre-Bid Conference for the subject project was held in the Engineering & Operations Center Conference Room 1 of Greenville Utilities Commission (GUC) at 3355 NC 43 N, Greenville, NC 27834 on Tuesday, June 20, 2023 at 2:00 p.m. Attendance was documented on a sign-in sheet, a copy of which is attached to this memorandum.

Following the welcome and introductions, Dillon Wade 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 natural gas mains
  - Stopping off 6-inch Steel Main and Replacing 6-inch Steel Valve
  - Stopping off 8-inch Steel Main and Replacing an 8-inch Steel Valve
  - Remove/Replace Concrete Curb & Gutter
  - Remove/Replace Concrete Sidewalk
  - Remove/Replace Asphalt Pavement
  - The Construction will be within NCDOT Right-of-Way and the City of Greenville Right-of-Way.
  - The contractor shall pre-fabricate all new pipe sections and pressure test with air for a minimum of 1 hour at 90 psig for a maximum allowable operating pressure (MAOP) of 60 psig. Tie-in joints shall be leak tested at a maximum allowable operating pressure (MAOP) of 60 psig to ensure no leaks are present. No leakage is permissible.
- Although the Owner and Engineer will make a sincere effort to answer all questions to the best of their ability, Bidders are reminded to rely only on written information contained in the Contract Documents and Addenda.
- Attendance at the Pre-Bid Conference is not mandatory. Minutes of the Pre-Bid will be prepared and issued through the Greenville Utilities Current Bids website.

- Sealed Bids will be received on Thursday, July 6, 2023 at 2:00 p.m., in the Office of the Procurement Manager, located at Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina 27834. Refer to the Advertisement to Bidders for details on submitting the Bid.
- Upon receipt of satisfactory bids, GUC expects to proceed with awarding the contract and beginning construction at a mutually agreeable time.
- Questions that arise prior to opening of bids should be directed to the Procurement Manager Cleve Haddock in accordance with 19.0 CONTACT INFORMATION of Section C General Instructions for Request for Bids. All questions must be received by 5:00 PM on Friday, June 23, 2023. Questions received after this date may not be answered. The Owner and Engineer will make a sincere effort to answer all questions to the best of their ability within 3 calendar days.
- This will be a unit price contract (refer to Section E, Page 1 – Bid Form).
- 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 Bid Proposal Package with original signatures and seals, is required.
- Compliance with the Greenville Utilities Commission MBE/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 Section G Appendix A of the contract. 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 (TS 1.4), Drug Testing (TS 1.5) programs in accordance with the project specifications.
- GUC will provide personnel to inspect contractor's work 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:

- Contractor shall utilize Mueller fittings to perform line tapping and stopping. The fittings provided can be found in the Bill of Materials in Section G Appendix A of the contract.

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- All bids shall be submitted based on specified bid quantities identified in the Pipeline Construction Items that can be found in Section E of the Bidder Form.
- Meeting was adjourned at 2:19 p.m.

