MEMORANDUM

TO: Attendees and Planholders

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

SUBJECT: Pre-Bid Conference Minutes
Greenville Utilities Commission / RFB 26-51
Old Tar Road Natural Gas Main Extensions

DATE: August 4, 2026

A Pre-Bid Conference for the subject project was held in the Engineering & Operations Center Conference Room 2 of Greenville Utilities Commission (GUC) at 3355 NC 43 N, Greenville, NC 27834 on Tuesday, August 4, 2026 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 of the Old Tar Road Natural Gas Main Extension.
  - The proposed 8-inch PE natural gas main is approximately 0.6 miles in length. The route of the proposed gas main begins at Greenville Utilities Commissions Old Tar Gate Station located at 5292 Old Tar Rd. The main continues north paralleling SR1700 Old Tar Road to approximately 318 feet north of the intersection of Bayberry Lane and Old Tar Road
  - Construction will be within the NCDOT rights-of-way by means of NCDOT encroachments obtained by Greenville Utilities Commission and within GUC permanent natural gas utility easements.
  - As designed, there are eight (6) horizontal directional drills (HDDs) and one (1) jack and bore the remainder of the construction is designed to be performed by conventional means.
  - The new gas main is to be air tested for 8 hours at 90 psig for a maximum allowable operating pressure (MAOP) of 60 psig.
- All work on the natural gas distribution system shall be performed in accordance with:
  a. Title 49 of the Code of Federal Regulations, Chapter I, Part 192 (49 CFR 192), "Transportation of Natural and other Gas by Pipeline: Minimum Federal Safety Standards"
  b. Title 29 of the Code of Federal Regulations, Chapter I (29 CFR 1926), "Occupational Safety and Health Standards for the Construction Industry"

c. GUC's Operation and Maintenance Plan (An Electronic Copy will be provided in addition to the link provided for download)
d. Any other applicable standards which are hereby incorporated into the Specifications by reference.
e. All employees and visitors to the jobsite are required to wear proper PPE (hard hats, safety vests (Type 2) and safety shoes at a minimum while on site. FR rated clothing when necessary).

- 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, August 27, 2026 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. The contract time limit for this project will be 90 consecutive calendar days and liquidated damages are set at $500.00 per calendar day. (Agreement-Article 4.02 - 4.03)
- The contractor shall start to perform the Work no earlier than September 24, 2026 and shall complete all work by December 23, 2026 (SC-4.02)
- Questions that arise prior to opening of bids should be directed to the Procurement Manager Cleve Haddock in accordance with Article 7.02 of the Instructions to Bidders. Questions received less than seven (7) days prior to the date of the opening of Bids may not be answered. All questions must be received by end of business day on August 14, 2026. The Owner and Engineer will make a sincere effort to answer all questions to the best of their ability within 3 calendar days.
- All bids shall be submitted based on specified bid quantities provided in Section E Article 5 - Basis of Bid of the Bid Form for Construction Contracts.
- 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.

- Only individuals / contractors that meet the requirements and minimum operator qualifications outlined in the Technical Specifications will be allowed to perform work on Greenville Utilities Commissions natural gas pipeline.
- The Contractor shall provide to GUC the Operator Qualification requirements. The OQ written plan and employee records shall be in accordance with Title 49 of the Code of Federal Regulations, Chapter I, Part 192 (49 CFR 192), Subtitle N, "Qualification of Pipeline Personnel. Qualification documentation shall be provided for all new employees prior to performing covered task on GUC's natural gas system. (TS 1.4)

  Contractors shall make available, upon request, written records of their employee's qualifications. At a minimum these records shall include:

  • Identification of qualified individual(s)

  • Identification of covered task(s) each individual is qualified to perform

  • Date that current qualification was received

  • Method of evaluation used to obtain qualification

  • Name of individual or organization for each covered task

  • Training program outlines and materials

  • List of non-qualified individuals that will be performing tasks on behalf of the GUC while under the direction of a contract qualified individual.
- The Contractor shall use only competent and skilled workers for the performance of any and all work on the natural gas distribution system, as specified in the Technical Specifications for natural gas. The workers shall not perform any heat fusion operations or welding operations on any pipe or associated fittings within the system until they have been qualified to perform such operations in accordance with the test requirements specified in (a) Heat Fusion Qualifications. (TS 5.1)
- Contractor shall be required to re-qualify on certain items such as fusion. Contractor's personnel are required to qualify at a mutually agreeable time. The field qualification will be at the GUC Operations Center (3355 NC 43 N).(TS 5.1)
- Any and all employees of the contractor who will be directly involved in the construction of the natural gas distribution and maintenance operations of the gas line required by this contract shall be required to participate in an anti-drug/drug and alcohol testing program. This program shall be administered in accordance with Title 49 of the Code of Federal Regulations, Chapter I, Part 199 (49 CFR 199), "Drug and Alcohol Testing," and Subtitle A, Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs." The program must have been in force for no less than 12 months and the Contractor must show proof of enforcement to the Owner. The Contractor shall furnish GUC with documentation of participation in a qualified drug and alcohol testing program. Prior to the performance of covered tasks and/or tie-in operations, a negative (no evidence of drug use)

test must be documented for all employees who will be involved with these construction operations. (TS 1.5)

- GUC Gas Department shall supply the CONTRACTOR with all materials as listed in the Bill of Materials. Materials furnished by the GUC Gas Department will be available to the CONTRACTOR at GUC's warehouse located at 701 Utility Way, Greenville, North Carolina. The CONTRACTOR shall provide all other materials and equipment required for construction of the pipeline. The Bill of Materials supplied by GUC and needed for this project is included in the construction plan set (see sheet C1.02). The CONTRACTOR shall arrange to pick up the materials between the hours of 9am-4pm Monday through Friday. Once the materials are picked up all materials are the responsibility of the CONTRACTOR. GUC is not responsible for theft, loss or damage to materials which have been distributed to the CONTRACTOR. Materials shall be signed for by the receiving CONTRACTOR at the time of distribution to confirm receipt. Any major errors in the anticipated quantities should be brought to the Owner's attention. (TS 3.4)
- One material change for the Bill of Materials is that the List #26 for 12" Steel Casing will be 12-3/4 OD .250 A500 B ERW BARE CASING PIPE BEVXSQ 20' DOMESTIC *BEVEL ONE END / SQUARE CUT ONE END*. GUC requests that all contractors acknowledge this material change, which serves to further clarify information for bidders. The Contractor shall utilize GUC supplied materials in the execution of the project's construction.
- The contract does not include any provisions for rock excavation as it is not anticipated on this project. A Custom Soil Resource Report is included in the bid documents (Section W).
- GUC will provide personnel to inspect contractor's work and collect as-built information for this project (TS 3.5 – 3.6). GUC staff's 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.
- It is the responsibility of the Contractor to coordinate electric pole stabilization with the Town of Winterville and/or GUC Electric if required throughout the construction limits.
- The planned land disturbance for this project is under 1 acre. Therefore, an erosion control plan is not required. Please refer to Section 3.18 "Restoration of Pipeline Limits of Disturbance" in the Technical Specifications for the specific requirements of the bid item. The cost of any and all equipment, materials and labor shall be included in the cost per acre to perform the specified work.
- Greenville Utilities Commission staff will flag the pipe alignment to adhere to the North Carolina Department of Transportation Encroachment Agreement. The Contractor shall perform all work within the NCDOT right-of-way. Please reference the NCDOT Encroachment Agreement in Section X.
- The Contractor shall provide bore logs for all pipe installed by horizontal directional drills.
- All directional drilling fluid and/or mud shall be contained and removed at the Contractor's expense. Containment methods are incidental to the work and are dependent on the site

conditions and will be determined by the Engineer. Please refer to Section 3.14.8 "Directional Drilling" in the Technical Specification for additional contract requirements.

- **Purging and Introducing Natural Gas**

  Purging air from the pipeline prior to introducing natural gas shall be accomplished by using a slug of nitrogen gas to keep air and natural gas from mixing. Contractor is to supply all materials and equipment necessary to perform the purging operation. The specific procedures to be followed shall be supplied by the Commission prior to the activity. In general, however, the purging and gas up process will take place as follows:

  (a) Notification shall be given to proper authorities at least three days in advance of the procedure taking place.

  (b) Contractor will attach purging and venting connections on opposite ends of the completed pipeline.

  (c) The Contractor will introduce the specified amount of nitrogen into the pipeline.

  (d) Immediately following the nitrogen introduction, natural gas will be introduced, at the same location, in such a manner as to push the nitrogen slug towards the end of the pipeline that has the vent installed.

  (e) Contractor will employ a combustible gas indicator to sample the gas venting from the vent stack. When it is determined that 100% natural gas is venting the pipeline, the venting operation will cease. The pipeline will be pressurized with natural gas, and Contractor will cap the purging connections.

- The Contractor shall utilize a 7' purge stack that is properly grounded and personnel shall utilize the proper PPE such as FR clothing. Fire Extinguishers shall be at all purge and gas up locations. An intrinsically safe method of communication shall be utilized during any purging operations.
- The main abandonment locations are reflected in the plans. After the new main is fully commissioned and gassed up the contractor shall then fully abandon the old line from Laurie Ellis Road to the GUC Gate Station located at 5292 Old Tar Road. The contractor shall introduce nitrogen ahead of air to blow the abandoned line down to be capped for abandonment.
- All pressure gauges, test charting devices, and combustible gas indicators shall be properly calibrated, and proof of calibration records shall be provided prior to utilization and commencing testing, purging, and /or abandonment processes.

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

- A Contractor inquired about how traffic control should be accounted for the construction of the pipeline. GUC stated that traffic control shall be included within the various items being

bid. Per Technical Specification 3.9 “Maintenance of Traffic” maintenance of traffic will be considered incidental work and will not be measured for payment. The cost of any and all equipment and labor required for maintenance of traffic, as specified herein, shall be included in the unit prices bid for the various pay items of the work. Bidders are encouraged to review this section for additional information.

- It was highlighted that the bidder did not see a Piedmont/Duke Energy encroachment agreement included in the bid. GUC acknowledged that the encroachment had not been acquired and would immediately begin the request process and have it prior to the contractor beginning their work.
- A Contractor inquired about the NCDOT encroachment’s time restrictions for the project. GUC provided the time restrictions directly from the encroachment agreement # E021-074-26-00557 located in Section X. “Traffic shall be maintained at all times. All lanes of traffic are to be open during the hours of 7:00 A.M. to 9:00 A.M. and from 4:00 P.M. to 6:00 P.M. Monday through Friday, during any time of inclement weather, **or as directed by the District Engineer**. If the location of work calls for a rolling roadblock on Interstates and divided highway US routes, the restriction is to work only on Sunday from 1:00 A.M. to 10:00 A.M, **or as Directed by the District Engineer**. Any violation of these hours will result in ceasing any further construction by the Encroaching Party or their contractor.”
- Automated flaggers were identified as an acceptable means of traffic control for this project. The bidders were encouraged to thoroughly review the NCDOT encroachment agreement.
- GUC plans to have the Right-of-Way staked for construction and GUC staff will mark the pipeline alignment to accommodate the installation.
- A Contractor wanted to know what an acceptable break away/ weak link is. GUC shared that the contractor can utilize a mechanical weak link and/or a 3’ section of 1 pipe size smaller pipe. For this project if the contractor is Horizontally Directional Drilling 8” PE a 3’ section of 6” PE is an acceptable weak link. If they are installing 6”PE a 3’ section of 4” PE is an acceptable weak link. If a mechanical weak link is utilized the manufacturer’s specifications shall be provided to GUC for review and approval. GUC will also field verify the screw orientations to verify it is properly configured for the pull back allowable tensile load. Weak Link or Breakaway Systems are address is the Greenville Utilities Commission – Natural Gas Operation and Maintenance Plan Chapter: II, Part F – Construction Section F-2 Page 4 of 20 3.3 Weak Link or Breakaway System. The weak link section is included below, and GUC’s O&M Plan will be provided under the Other Files column on our Current Bids website with the Construction Plans and Pre-Bid Meeting minutes.

If pipe is damaged during the lowering-in process, the pipe shall be removed from the trench. For plastic pipe, the section must be removed. For steel pipe, the coating must be repaired and inspected for holidays prior to lowering the pipe into the ditch again.

Water filled trenches must be drained prior to lowering the pipe. Draining is typically performed by pumping the water out and away from the trench.

3.2 Protection from Hazards

Above ground facilities shall be protected from vehicle damage by being placed a safe distance from traffic or by installing barricades and/or fencing to protect the facilities.

Mains shall be protected from washouts, floods, unstable soils, landslides and other hazards. Protective measures include:

(1) Using heavier wall pipe
(2) Adding additional support or anchors
(3) Adding weights or concrete coating in areas normally under water

3.3 Weak Link or Breakaway System

A weak link or breakaway system capable of alerting personnel of stresses to the pipe that may result in damage shall be used during boring or plowing installations, when the pipe is being pulled into the soil or an annular space created for the pipe. The weak link or breakaway system may consist of:

(1) a stainless steel breakaway connector, utilizing a single use connector pin system,
(2) or a three-foot section of polyethylene pipe as allowed in Table II.F-2.3.

The weak link shall be connected between the leading end of the pipe being pulled and the connection to the plow blade or drill head. If the weak link breaks or is otherwise substantially damaged during installation, the drilling operation shall be abandoned and new undamaged piping shall be installed.

Guidance found in Performance Pipe Technical Note 803 and ASTM F-1804 should not be used for calculating allowable tensile load and selection of breakaway systems. Calculations and breakaway system selection should be performed for each installation performed utilizing HDD methods.

Table II.F-2.3 provides the allowable tensile load (ATL) based on guidelines from Performance Pipe Technical Note 803 and ASTM F 1804. The calculated ATL's in Table II.F-2.3 may be used in selecting breakaway systems for use during plow installations:

Greenville Utilities Commission – Natural Gas Operation and Maintenance Plan			
Chapter: II	Part: F – Construction	Section: F – 2	Page: 5 of 20
Subject: **Methods of Installation**			Revision: 6
			Date: 9/24/2024

$$ATL = f_Y f_T T_Y \pi D^2 \left(\frac{1}{R} - \frac{1}{R^2}\right)$$

Where:

ATL = Allowable tensile load

f_Y = Tensile yield design (safety) factor – recommended value = 0.40

f_T = Time under tension design (safety) factor

T_Y = PE material tensile yield strength, psi;

D = Pipe outside diameter

R = Pipe dimension ratio

Table II.F-2.1
Recommended Design Factors

Factor	Parameter	Recommended Value		
f_Y	Tensile yield design factor	0.40[1]		
f_T	Time under tension design factor	1.00 for up to 1 hour	0.95 for up to 12 hour	0.91 for up to 24 hour or less

[1] In Equation, multiplying by a 0.40 design factor is the same as dividing by a 2.5 safety factor

Table II.F-2.2
Approximate Tensile Yield Strength Values, T_Y

Material	73°F (23°C)	100°F (38°C)	120°F (49°C)	140°F (60°C)
MDPE	2,600 psi	2,365 psi	1,920 psi	1,640 psi

Table II.F-2.3
Allowable Tensile Load (ATL) Sample Calculation

Pipe Size	Calculated ATL[1] (lbs)	Maximum Weak Link (Pipe) Size (.70 ATL Allowance)
1/2" CTS	268	No pipe weak link allowed
3/4" IPS	283	No pipe weak link allowed
1" IPS	444	3/4" IPS
1-1/4" IPS	770	1" IPS
2" IPS	1,447	1-1/4" IPS
3" IPS	3,019	2" IPS
4" IPS	4,990	3" IPS
6" IPS	11,259	4" IPS
8" IPS	19,083	6" IPS

[1] Calculations based on $f_Y = 0.40$, $f_T = 0.95$ and $T_Y = 2{,}600$ psi (PE2708), R=11. Adjusted calculations may be required based on actual conditions.

- When abandoning the existing gas main, cross compression will not be utilized. The contractor will purge to atmosphere.
- The Contractor can use any standard pressure chart recorder or digital pressure recorded for the pressure test. Proof of calibration shall be required. If using a digital gauge, the contractor shall provide a sample of the data that it provides for approval. The standard chart recorder that GUC utilizes is the Dickson Pressure Chart Recorder.
- Meeting was adjourned at 2:40 p.m.

PRE-BID MEETING
Tuesday, August 4, 2026 @ 2:00 p.m.

OWNER:	Greenville Utilities Commission
PROJECT:	Old Tar Road Natural Gas Main Extension Project
CONTRACT:	RFB 26-51
MEETING LOCATION:	3355 NC 43 N Greenville, NC 27834

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