



REQUEST FOR QUALIFICATIONS

*Engineering Services for
2025 DIMP Gas Distribution System Improvements*

for

GREENVILLE UTILITIES COMMISSION

PO Box 1847

Greenville, North Carolina 27835-1847

ISSUE DATE: September 16, 2025
QUESTIONS RECEIVED BY: September 25, 2025
QUESTION RESPONSE BY: October 2, 2025
RESPONSES SHALL BE RECEIVED BY 11:00 AM (EST) ON October 14, 2025

REQUEST FOR QUALIFICATION

RFQ 25-59 Engineering Services for 2025 DIMP Gas Distribution System Improvements

The Greenville Utilities Commission (GUC), Greenville, NC, through the Purchasing Department, is hereby soliciting Statements of Qualifications from Engineering Firms to provide comprehensive engineering services including the design and preparation of construction documents, permitting, bidding and construction administration for the purpose of construction of gas distribution system improvements. The successful Respondent will be required to furnish all labor, material, equipment, supplies, applicable taxes, insurance, bonding, and licenses to complete this project.

RFQ Information

Title	Engineering Services for 2025 DIMP Gas Distribution System Improvements
Type	Professional Services
Issue Date	September 16, 2025
RFQ Number	25-59
Department Requesting Services	Gas Systems
Due Date	October 14, 2025, at 11:00 AM EST

Instructions for Submissions

Submittal Method	Greenville Utilities Commission Purchasing Department Attn: Cleve Haddock Cleve Haddock, Lifetime CLGPO Procurement Manager haddocgc@guc.com (252) 551-1533
Submittal Copies	One (1) electronic copy Submittal must be clearly marked with the following information: <ul style="list-style-type: none">• Request for Qualification Number• Name of Your Company• Address• Phone Number
Late Submittals	Responses received after the time and date stated above will not be considered.

How to Obtain RFQ Documents

Copies of the Proposal documents may be obtained at:

Location	Address
Website	https://www.guc.com/about-us/doing-business-us/current-bids

Questions about the RFQ

Questions and/or Requests for Information (RFI) must be submitted in writing and can be submitted by email as follows:

Primary Contact	Cleve Haddock, CLGPO Procurement Manager (252)551-1533 haddocgc@guc.com
Questions Received By	September 25, 2025, until 5:00 PM EST Please submit questions as soon as possible. No questions regarding the specifications will be responded to after the above date. Answers will be communicated by the response date.
Question Response Date	October 2, 2025 All pertinent questions will be responded to via a posting on GUC's website.
Responses Received Date	October 14, 2025, until 11:00 AM EST All responses will be submitted via email to Primary Contact.

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Attachments

	Title	Must Be Returned with Proposal
1	RFQ Acknowledgement and Signature Form	Yes
2	Terms and Conditions	No
3	E-Verify Form	Yes

About Greenville Utilities

Since 1905, Greenville Utilities has been an integral part of Greenville and Pitt County, growing and progressing along with our expanding service area. GUC provides electric, water, sewer, and natural gas services to the City of Greenville and 75% of Pitt County. We serve a combined total of nearly 165,000 customer connections. Greenville Utilities is owned by the citizens of Greenville but operates under a separate charter issued by the N.C. General Assembly.

We are governed by an eight-member Board of Commissioners. The Board is responsible for approving rates, development plans, and the annual budget as well as setting operating and extension policies. Our fiscal year for budget runs July 1st through June 30th. Policies are implemented by the General Manager/CEO. The City Manager serves as a full voting member; five other Board members are nominated by the City Council, and two are nominated by the County Commissioners. All Board members are approved by the City Council. Our highly experienced Management Team is dedicated to working together to operate GUC in the best interest of our customers.

Mission Statement

Greenville Utilities is dedicated to enhancing the quality of life for those we serve by safely providing reliable utility solutions at the lowest reasonable cost, with exceptional customer service in an environmentally responsible manner.

Project Overview

Greenville Utilities Commission ("GUC") has been awarded a grant through the USDOT Pipeline and Hazardous Materials Safety Administration (PHMSA) – Natural Gas Distribution Infrastructure Safety and Modernization (NGDISM) Grant Program. Through this grant, GUC intends to remove all steel mains and vintage plastic pipes that are joined together with Dresser couplings. These mains total 3.23 miles of pipe, along with steel and PVC services. These facilities have been identified in GUC's Distribution Integrity Management Program (DIMP) as threats and risks to their system.

Copies of the approved PHMSA FY2024 Grant Application Decision Letter, NGDISM Project Narrative and NGDISM Budget Narrative are included in the Appendix. Portions that are ~~struck through~~ are not included in the approved grant.

GUC seeks a qualified vendor with experience in design and construction of natural gas mains, and administration of Federal grant programs.

Scope of Work

The 2025 DIMP Gas Distribution System Improvements will require engineering, permitting, bidding and construction administration services per this Scope of Work and any 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 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 a combination of available GIS basemaps, performing field surveys and/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 profiles for road, utility, stream and other crossings.

Engineer shall coordinate with GUC the routing of the gas mains within NCDOT rights-of-way and easements.

If necessary, Engineer shall provide surveyed plats for easement acquisition. Any easement plats that are generated by Engineer shall be stamped by a Professional Land Surveyor, licensed in the State of North Carolina.

Field Augmentation

Engineer shall provide all labor and materials to field-augment and verify base mapping accuracy, as necessary, 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.

Construction Drawings and Specifications

Engineer will provide all labor and materials required to produce comprehensive Construction Documents, as required, for the Project.

The Engineer will prepare construction bid packages, including all contract front end documents to comply with North Carolina contract bidding requirements and will assist GUC with duties that may be associated with normal municipal project bidding procedures.

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 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 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.

GUC shall provide to Engineer certain gas facility design parameters, including the gas pipe diameters, all materials specifications and valve locations. Engineer should be familiar with construction practices for natural gas installations and material requirements 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.

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, and NCDEQ. 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 Administration

Engineer shall provide qualified personnel for contract administration, construction inspection, data collection for preparing record drawings, assist in conflict resolution during the construction phase of the Project, and required grant administration.

Respondent Minimum Requirements

To ensure the Greenville Utility Commission (GUC) selects a vendor with the appropriate capabilities, experience, and technical expertise, we require that all vendors meet the following qualifications. Vendors should carefully review the criteria outlined below and demonstrate their qualifications in their RFQ submission.

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. The 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, permits, final bid documents, bidding, award of construction contracts, and construction for the pipeline.
8. Location of Office: Geographic location of office assigned to perform work with a listing of key staff who 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. The following items do not count to the 40-page

limit: resource resumes, sample project plan, RFQ Acknowledgment Form, Insurance Acknowledgement Statement and E-Verify Form.

Evaluation Criteria

Each vendor's response to the RFQ will be evaluated based on the vendor's experience, capability, and commitment to delivering comprehensive engineering services that align with the Greenville Utilities Commission's (GUC) needs and long-term goals.

- 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 **October 24**, 2025. 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.
- Contract negotiations with the selected firm should conclude with contract execution on or about **November 13**, 2025.

Required Forms and Adherence to GUC Policy and Other Requirements

The Respondent must fill out all the forms included in this RFQ and return them with your submission. Failure of the Respondent to provide any of the required forms may result in your proposal being rejected for non-responsiveness. These required forms will not count against the maximum page count (indicated above) for your response.

RFQ Acknowledgement and Signature Form

RFQ No.: 25-59, Engineering Services for 2025 DIMP Gas Distribution System Improvements

The undersigned having carefully examined the location of the proposed work, the local conditions of the place where the work is to be done, the Invitation, the General Conditions, the Specifications and all of the documents for this project, proposes to enter into a contract with Greenville Utilities Commission in Greenville North Carolina perform the work listed in this RFQ, including all of its component parts, and to furnish any and all required labor, materials, equipment, insurance, bonding, taxes, transportation and services required for this project in strict conformity with the plans and specifications prepared, including any Addenda, within the time specified.

Addendum Acknowledgement:

The following addendum (addenda) is (are) acknowledged in this RFQ: _____

Acknowledgement and Signature:

1. No Proposal is valid unless signed in ink by the person authorized to make the proposal.
2. I have carefully read, understand and agree to the terms and conditions on all pages of this RFQ. The undersigned agrees to furnish the services stipulated in this RFQ.

Respondent's Name and Title:

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Cell Number: _____

Contractor License # (if applicable): _____ Expiration Date: _____

Federal Tax Identification Number: _____

Authorized Signature: _____ Date: _____

Terms and Conditions

GUC reserves the right to reject all proposals or accept such proposals, as appears in its own best interest, and to waive technicalities or irregularities of any kind in the proposal. GUC is not obligated to accept the lowest cost proposal.

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 RFQ.

Vendor Incurred Costs

All costs that may be incurred to prepare proposals, 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 proposal preparation, subsequent selection or negotiation stages.

Minority Business Participation Program

GUC has adopted an Affirmative Action and Minority and Women Business Enterprise Plan (M/WBE) Program. Firms submitting a proposal 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.

Proposal Withdrawal

A Respondent must notify GUC in writing of its request to withdraw a proposal within seventy-two (72) hours after the proposal opening, not including Saturdays, Sundays, or holidays. In order to justify withdrawal, the bidder must demonstrate that a substantial error exists, and that the proposal 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 Carolina, shall be provided by Provider.

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

Uniform Guidance

Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

Safety Statements

Safety Culture Commitment Statement:

At Greenville Utilities, we are committed to a culture of safety that prioritizes the well-being of our employees, contractors, and the communities we serve.

We believe that everyone deserves to work in a safe environment, and we are dedicated to fostering a culture where **safety is a core value, not just a priority.**

Here's what that means to us:

- **Employee and Contractor Safety:** We are committed to providing a safe work environment for all employees and contractors. We will invest in safety training, resources, and equipment to prevent accidents and injuries.
- **Open Communication:** We encourage open and honest communication about safety concerns. We believe everyone has a right and responsibility to speak up about unsafe work practices and potential hazards.
- **Continuous Improvement:** We are committed to continuous improvement in safety performance. We will learn from incidents and near misses, and we will actively seek ways to improve our safety processes and procedures.
- **Accountability:** We hold ourselves and our contractors accountable for safe work practices. This includes providing clear safety expectations, enforcing safety rules, and recognizing safe behavior.
- **Collaboration:** We believe in working collaboratively with employees, contractors, and regulatory agencies to achieve the highest level of safety.

Our commitment to safety extends beyond our employees. We work closely with our contractors to ensure they share our safety values. We expect them to implement robust safety programs, train their workers thoroughly, and adhere to all safety regulations.

We are confident that by working together, we can create a culture of safety where everyone goes home safe and healthy every day.

This commitment statement is a public declaration of our unwavering dedication to safety.

We will continue to strive for zero incidents while promoting a positive safety culture that prioritizes the well-being of everyone involved in our utility operations.

Safety Management System Commitment Statement:

At Greenville Utilities, we are unwavering in our commitment to delivering safe and reliable utility service through a robust Safety Management System (SMS). This system forms the foundation of our safety culture, ensuring the well-being of our employees, contractors, and the communities we serve.

Our SMS commitment emphasizes:

- **Zero Incidents:** We believe all incidents are preventable. We strive for zero incidents by proactively managing risks and continuously improving our safety practices.
- **Empowered Workforce:** We foster a culture where safety is everyone's responsibility. This includes providing comprehensive safety training for both employees and contractors, empowering them to identify and report hazards.
- **Data-Driven Decisions:** We utilize data from inspections, incident investigations, and performance metrics to make informed decisions for risk mitigation and continuous improvement of our SMS.
- **Leadership Engagement:** Our leadership team actively demonstrates a commitment to safety by participating in safety reviews, audits, and promoting safety as a core value.
- **Contractor Collaboration:** We extend our safety commitment to our contractors. We require contractors working on our system to adhere to SMS principles, participate in safety briefings, and maintain strong safety programs within their own organizations.
- **Transparent Communication:** We believe in open communication about safety. We encourage employees and contractors to report concerns without fear of reprisal. We also maintain transparent communication with stakeholders about SMS performance.

This SMS commitment is a continuous journey, not a destination. We are dedicated to regularly reviewing and updating our system to reflect best practices and emerging technologies. Through

continuous improvement and a commitment to a positive safety culture, we aim to remain an industry leader in safe and reliable utility service.

Information Technology

All Contracts are subject to Greenville Utilities Commission Information Technology Contract Provisions. These may be viewed at www.guc.com/doing-business-us.

Notices

Notices to the Parties should be sent to the names and addresses specified below:

Cleve Haddock, Lifetime CLGPO
Procurement Manager
Greenville Utilities Commission
P.O. Box 1847
Greenville, NC 27835-1847

Attachment 3
E-Verify Form

Letter of Compliance to E-Verify for Greenville Utilities Commission. Please complete the form below.

1. 1.I have submitted a bid 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 bid 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 twenty-five (25) employees in the State of North Carolina.
5. As part of my duties and responsibilities pursuant to said bid and/or contract, I affirm that to the best of my knowledge and subcontractors employed as a part of this bid 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 twenty-five (25) employees in the State of North Carolina.

Specify subcontractor: _____

_____ (Company Name)

By: _____ (Typed Name)

_____ (Authorized Signatory)

_____ (Title)

_____ (Date)

Appendix

- USDOT PHMSA: FY 2024 Grant Application Decision Letter dated November 4, 2024
- PHMSA NGDISM Project Narrative 2024 – prepared by Magnolia River dated 20 June 2024 and updated 27 December 2024
- PHMSA NGDISM Budget Narrative 2024 - prepared by Magnolia River dated 20 June 2024 and updated 27 December 2024