



MEMORANDUM

TO: Attendees and Planholders

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

SUBJECT: Pre-Bid Conference Minutes
Greenville Utilities Commission / RFB 23-15
Ayden-Grifton High School Natural Gas Main Extensions

DATE: April 4, 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, April 4, 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 of the Ayden-Grifton High School Natural Gas Main Extension.
 - The proposed 8-inch PE natural gas main is approximately 1.1 miles in length. The route of the proposed gas main begins at Pepsi Way and follows NC-11 to the south paralleling NC Hwy 11 / US 264 Bypass, and terminates South of Littlefield Road (SR 1108)
 - The Construction will be within NCDOT Right-of-Way.
 - As designed, there are eight (8) horizontal directional drills (HDDs) and 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.
- 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 Tuesday, April 18, 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. 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 4.03)
- The contractor shall start to perform the Work no earlier than July 10, 2023 and shall complete all work by November 31, 2023 (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 April 11, 2023. 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 Article 5-Basis of Bid, Page 3 – 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 on Sheet D3 of the construction plans (TS 3.3.1). 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. A Custom Soil Resource Report is included in the bid documents (Exhibit W-1).
- 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 require Contractor's personnel to re-qualify on certain items such as fusion.
- 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.
- The Contractor shall provide bore logs for all pipe installed by horizontal directional drills.

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

- It is the responsibility of the Contractor to coordinate electric pole stabilization and clearance requirements with the Town of Ayden throughout the construction limits.
- It is the responsibility of the contractor to coordinate sewer clearance requirements with the Contentnea Metropolitan Sewage District 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 3.17 “Restoration of Pipeline Right-of-Way” 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 stake 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 Exhibit W-2.
- 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.
- 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 3.13.7 “Directional Drilling” in the Technical Specification for additional contract requirements.
- Meeting was adjourned at 2:35 p.m.

