



**PRE-BID MEETING MINUTES
BOOSTER STATIONS REPLACEMENT,
REHABILITATION AND RESILIENCY
NCDEQ DWI PROJECT No. VUR-D-ARP-0041
HYDE COUNTY, NORTH CAROLINA
March 13, 2025**

Owner: Hyde County, North Carolina
Engineer: Green Engineering, P.L.L.C.

Attendance List:

E. Leo Green, III, Managing Member, PE	Green Engineering	252-237-5365
W. Landon Younce, PE	Green Engineering	252-237-5365
Clint Berry	Hyde County	252-945-4196
Jackson Keen	Sanford Contractors	919-842-2971
Tyler Clark	A.C. Schultes	910-285-7465
John Zorn	Zorn Equipment Sales	843-224-8103

Copies of the sign-in sheet and meeting's agenda were handed out to all in attendance. Attached to these minutes is a copy of the completed sign-in sheet.

SUBJECTS DISCUSSED

A. Explanation of Project Scope:

The Project includes the following Work:

- Part A – Scranton Booster Pump Station, including but not limited to: New Duplex Booster Pump Building with 360 gpm pumps; control panel; all interior piping, valves, fittings, all exterior site piping, valves, and fittings; contractor fill site grading; erosion control; seeding and mulching; new driveway pipe; all new site fencing; concrete slab; plumbing, mechanical and electrical work; and the addition of a standby power generator
- Part B – New Holland Booster Pump Station, including but not limited to: New Duplex Booster Pump Building with 42 gpm pumps; control panel; all interior piping, valves, fittings, all exterior site piping, valves, and fittings; new double-swing site gate; erosion control; seeding and mulching; concrete slab; plumbing, mechanical and electrical work; and the addition of a standby power generator
- Part C – Daniels Booster Pump Station Rehabilitation, including but not limited to: New 65 gpm pumps; control panel; replacement interior piping, valves, fittings; new CABC driveway; erosion control; seeding and mulching; and the addition of a standby power generator

- Part D – Electrical, including but not limited to: New Electrical Meter and Service Pole relocation at each site, New Standby Power Generator complete with Automatic Transfer Switch at each site, New SCADA remote terminal units at each site as well as all other items as reflected on the project drawings or included in the contract specifications.

The Project has an expected duration of 210 days.

B. General Discussions of Contract:

- **Bid Opening** scheduled for **Thursday, March 27, 2025 @ 2:00 P.M.**
- Construction Period: **210** Calendar Days
- Liquidated Damages: **\$500.00** Per Calendar Day per Contract
- The Scranton Booster Pump Station Replacement is designed for Unidirectional Pumping, West to East as water is supplied from the Ponzer area towards Swan Quarter and Engelhard.
- The New Holland Booster Pump Station Replacement is designed with internal Bi-Directional Flow Capability to allow flow either East-West or West-East.
- The Daniels Booster Pump Station Rehab includes additional yard piping and gate valves to allow Bi-Directional Flow Capability with the Existing Station.
- Mini-split HVAC components are included in the Booster Pump Station package provided for both the Scranton Station and the New Holland Station. HVAC is not included in scope of work for the Daniels BPS Rehabilitation, as the County has elected to provide a new HVAC system through a local provider for that station only.
- Telemetry units for each station are supplied by the County's current provider, Micro-Comm, Inc of Olathe, Kansas. The Booster Pump Station manufacturer has confirmed there is space within the building for these units and therefore can be supplied with the building prior to shipment. Contractor shall confirm telemetry paneling has been provided at the time of facility shipment. Addendum to follow.
- Booster Pump Station Equipment providers have expressed concern over the project delivery timeline of 210 days as that may not leave enough time to get shop drawings submitted/approved, and the booster pump station packages assembled/shipped and installed. Leo Green of Green Engineering stated that the County may be open to an extension of the contract timeline if needs warrant, through a proper Change Order request with justification by the Contractor. However, all parties need to be aware of the federal mandate that all American Rescue Plan Act (ARPA)-funded projects, of which the funding for this project is based, must have all monies spent prior to a December 31, 2026 deadline. There can be no extension of that payment timeframe without federal action.

- An Addendum will be issued prior to the Bid Date. All additional questions must be submitted by Friday, March 21st to be considered for Addenda.

C. Explanation of Bid Form:

The following documents are submitted with and made a condition of this Bid:

- Required Bid security (5%);
- Identification of Minority Business Participation Form;
- NC Division of Water Infrastructure MBE/WBE Compliance Documents: Either Affidavit A – Listing of Good Faith Efforts or Affidavit B – Intent to Perform Contract with Own Workforce, as appropriate;
- List of Proposed Subcontractors;
- List of Proposed Suppliers;
- Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;
- Contractor's license number as evidence of Bidder's State Contractor's License.

D. MBE Requirements:

- MBE Goal of 10%
- Identification of Minority Business Participation form and either Affidavit A or B must be submitted with bid.
- Affidavit C and/or D must be submitted by the proposed low bidder within 72 hours of being notified of being the low bidder.

E. Sign-up Sheet

A copy of the Sign-up Sheet from the meeting has been attached to these Pre-Bid Meeting Minutes listing all individuals that were present for the meeting.

F. Attendees Questions:

1. What is the scale for the site plans? It appears to be 1" = 20'

Yes, Plans are 20 scale. Keep in mind that standard Drawings have been provided on 12"x18" print sheets, not 24"x36".

2. What type of pipe is to be installed? DIP or PVC

All above grade piping (meter box, misc. building penetrations and attachments) shall be Ductile Iron. Yard Piping shall be either SDR-21 PVC or Ductile Iron.

3. Can we get a better description of the connections in the new BPS?

Package Booster Stations are provided with interior 6-inch flanged-end connections just above the provided skid. Responsibility of the Contractor to provide 6-inch flanged coupling adaptors at each connection point to complete.

4. Is there a detail for the slab to go under the new BPS?

A reinforced concrete slab design detail will be included in the Addendum.

5. Does the County want to keep any of the items demolished from the existing BPSs?

No, all items scheduled for demolition & removal shall become the responsibility of the Contractor.

6. A note on the Electrical Site Plan (Sheet E4) for the New Holland BPS states the existing BPS shall remain in service until the new BPS is operational. Since the new BPS is located in the same location as the existing BPS this is not possible. Will the contractor be required to install a bypass system while the new station is installed?

Clint Berry has stated the New Holland BPS hasn't been operational for some time now. Therefore, bypass pumping is no longer considered necessary. The station will remain offline for the entirety of the onsite demolition and the new station installation.

7. Similar to #6, replacing the piping at Daniels BPS will take the station offline for some time. Will bypass pumping be required? ***No, however the Contractor is encouraged to facilitate the rehab of this station as quickly as possible to prevent delays in reestablishing service pressure to the customer.***

8. Are there any AIS or Davis Bacon Requirements? ***No, this project is exempt.***

9. Given the typical long lead times for package stations, can the start date be adjusted accordingly or the contract time lengthened?

Reference previous discussion. The County may be open to an extension of the contract timeline if needs warrant, through a proper Change Order request with justification by the Contractor.

END OF MEETING MINUTES

