



## MEMORANDUM

**TO:** Attendees and Planholders

**FROM:** Dillon E. Wade, P.E. [DEW](#)

**SUBJECT:** Pre-Bid Conference Minutes  
Greenville Utilities Commission / U-5875  
Allen Road Natural Gas Utility Relocation

**DATE:** September 30, 2025

A Mandatory Pre-Bid Conference for the subject project was held on September 30, 2025 at 10:00 AM at the NCDOT Division 2 Construction Office, 105 Pactolus Hwy (NC 33), Greenville, NC 27834. 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 Natural Gas Main along Allen Road.
  - The proposed 6-inch PE natural gas main is approximately 2.5 miles in length. The route of the proposed gas main begins at the intersection of Dickinson Ave SR1620 and follows Allen Road SR1203 to the intersection of Stantonsburg Rd SR1200.
  - The Construction will be within NCDOT Right-of-Way and Public Utility Easements (PUE).
  - As designed, there is one (1) 12" Jack and Bore under the Carolina Coastal Railroad and the remainder of the construction is designed to be performed by horizontal directional drill, pneumatic piercing, plow, and conventional trenching methods.
  - 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). (UC-2-G)
- A copy of the Greenville Utilities Commission Gas Department Natural Gas Operations and Maintenance (O&M) Plan, can be accessed by contacting Dillon Wade Gas Distribution Engineer at (252) 551-1954 or wadede@guc.com. Alternatively, the copy of the O&M can be downloaded using the link on page UC-1-G of the Project Special Provisions for natural Gas under section Page 15-1, Article 1500-2 COOPERATION WITH THE UTILITY OWNER, line 9. (UC-1-G)
  - Only individuals / contractors that meet the requirements and minimum operator qualifications outlined in the Special Provisions will be allowed to perform work on Greenville Utilities Commissions natural gas pipeline.
  - Gas Sub Contractor shall provide to NCDOT the Minimum 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. Operator's minimum required qualifications are outlined on UC-4-G of the Project Special Provisions for natural gas. The Contractor shall furnish NCDOT with records of continuous employee qualification for all employees with each monthly progress payment application. Qualification documentation shall be provided for all new employees prior to performing work on the GUC's natural gas system.

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 Project Special

Provisions 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 and (b) Welding Qualifications. The referenced requirements begin on UC-6-G of the Project Special Provisions. (UC-6-G)

- Gas Sub Contractor shall be required to re-qualify on certain items such as fusion and welding. Contractor is required to provide a list of all personnel and identify who the Operator Qualified members will be. 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). (UC-3-G)
- Gas Sub Contractor shall provide to NCDOT documentation of participation in a qualified drug testing program. Prior to performance of covered task 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 operations. Employees of the gas sub 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 the NCDOT with documentation of participation in a qualified drug-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. (UC-8-G)
- 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 UC plan set (see sheet UC-3A). The CONTRACTOR shall make a request for materials to NCDOT a minimum of 30 days prior to distribution. Once the request has been approved 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. The NCDOT and GUC are 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. (UC-3-G)
- Prior to commencing any gas construction work, the Department Engineer shall be contacted to schedule a preconstruction conference. No construction shall occur until after the preconstruction conference is held. Prior to the scheduling of the preconstruction

conference all applicable plans and agreement paperwork as required by the special provisions and NCDOT specifications shall be submitted to NCDOT and approved by the Greenville Utilities Commission. As a minimum, the GUC Gas Engineer and the Gas Sub Contractor shall attend the preconstruction conference. (UC-1-G)

- GUC and its staff will collect material as-built information for this project. The Contractor is not responsible for providing as-built drawings of the gas line, but shall allow GUC access to the work during the installations and prior to backfill operations such that the necessary material data collection can be completed. No claims for time extensions or monetary considerations will be allowed for the work required by the material as-built data collection. (UC-8-G) "Gas Material Tracking and Traceability As-Built Documents"
- A (1) one week written notice from the contractor shall be submitted to NCDOT prior to performing work outside of the 8am-5pm weekday timeframe or on holidays. After hours, holiday, or weekend work written notice is only required for tasks that require observation by the Owner's Representative. (UC-3-G)
- All work in the vicinity of the Carolina Coastal Railway must be coordinated with the railroad owner to minimize service disruptions prior to scheduling and commencing work. Contractor shall provide a written notice to the Carolina Coastal Railway prior to starting any work that might be in conflict or cause interruptions to the normal operations of the railroad. The railroad signal plan is attached at the end of these provisions for information purposes. (UC-2-G)
- The Contractor is encouraged to thoroughly review the Project Special Provisions for Natural Gas. I would like to highlight two sections the (C) Testing section on UC-17-G and (D) Purging and Introducing Natural Gas section on UC-21-G.
- **(C) Testing**

Upon completion of the line or a substantial part thereof, sections of the line shall be cleaned and tested in accordance with the procedure specified herein. Contractor shall give three (3) days' notice prior to testing any section of the pipeline in order that proper notification can be made by Commission to other parties. The Commission shall specify the test procedure and the test pressures, including test pressures for special construction, valve assemblies and other installations as designated in the Special Provisions, in the plans, or by Commission's authorized representative.

(1) Test Equipment, Materials and Labor Furnished by Contractor:

Contractor shall provide air compressor(s) capable of increasing line pressure to the specified test pressure.

Contractor shall furnish test fittings, manifold piping, valves, high pressure hose, temperature and pressure recorders, gauges, squeegees, brush pigs, swabs, sizing plates, charts and all other test apparatus including calibration reports for

instruments as may be required by Commission's authorized representative.

Fittings, pipe, valves, etc. shall be of proper rating for the test pressure specified.

(2) Determining Test Pressures and Test Sections:

Contractor shall notify Commission's authorized representative three (3) days in advance concerning plans for testing any section of the pipeline. Contractor shall furnish all materials (except materials furnished by Commission) and fabricate and install manifolds required for testing in accordance with the applicable drawings or to the satisfaction of Commission's authorized representative.

The test pressure for the 6" MDPE Gas Pipe, SDR 11.5, 60# WP shall be 90 psig.

(3) Pretest Procedures:

The Contractor shall install manifolds at agreed points. The installation of the manifolds shall be in strict accordance with MDPE pipe manufacturer standards. The test section shall be backfilled throughout its entire length, except at valve settings and necessary tie-in locations approved by Commission's authorized representative.

All main line valve assemblies shall be installed in the line prior to main line testing.

The Contractor shall install all test instrument lines. All lines shall be either high pressure tubing or hose.

(4) Pressuring Procedures:

The Contractor shall pressure the pipeline test section as described below:

(a) Pressuring Operations

The Contractor shall increase the pressure to the specified test pressure in small increments. The pressure sensing point shall be at each end point in the test section.

When testing at pressures above the system design pressure, the maximum test duration shall be eight hours. If the test is not completed due to leakage, equipment failure, or any other reason, depressurize the test section completely, and allow it to relax for at least eight (8) hours before pressurizing the test section again. All thermoplastic pipes have reduced

strength at elevated temperatures. Test pressure must be reduced when the test section is at elevated temperature either from service conditions or from environmental conditions. The maximum test pressure is measured at the lowest elevation in the test section. See pipe manufacturer specifications for elevated temperature test pressure adjustments. The pneumatic test should be gradually increased to not more than one-half of the test pressure and then increase in small increments until the test pressure is reached. The contractor shall stop the compressor when pressure in the pipe test section reaches the test pressure. A pressure chart or recorder, which produces permanent pressure record, will be attached to the pipeline in order to monitor the pressure of the test section. The recording device shall be of a type that continuously records the pressure for a period of see Table 1 and shall be approved by the Commission's Authorized Representative. The test shall be considered successful if the specified test pressure is maintained for the specified test duration, with allowances for changes in temperature. However, the success of the test shall be determined by Commission's authorized representative. (UC-17-G)

Table 1. Test Durations Gas Pipe
Length of pipe Test Duration
0-250 feet 15 min
251-500 feet 30 min
501-1000 feet 1 hour
Over 1000 ft 8 hours (with a recording gauge)

- All services shall be pressure tested from the riser to the new tap prior to introducing gas.
- **(D) 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 pressured with natural gas, and Contractor will cap the purging connections. (UC-21-G)

- 1500-11 OPERATION OF EXISTING FACILITIES

The Contractor performing gas work shall contact NCDOT representative whenever operation of the GUC's valves is necessary to request scheduling of such operation. GUC shall require the Contractor to estimate the length of time service will be interrupted and the number of customers to be affected.

Facilities and equipment belonging to GUC may not be operated or adjusted without the express permission of the Commission's Representative. In the case of any emergency, the Contractor shall be allowed to take such steps as necessary for the protection of life and property.

Gas valves which control networks not yet accepted but which are connected to the existing system shall be considered system valves. Valves within a network not yet accepted and which do not control flow between new and existing systems are not considered system valves and do not require permission to operate.

Notification to NCDOT and GUC must be made by the Contractor upon breakage of any GUC maintained gas line or appurtenance thereof. Repair of the GUC's facilities shall be made by the Contractor upon approval of the Department Engineer. Any repairs made with GUC forces will be billed to the Contractor at cost.

Where interruption of gas service is required, GUC shall be notified in writing at least 5 business days prior to such interruption to request approval and subsequent scheduling of such interruption. GUC shall notify the affected customers should the interruption be approved. A minimum (forty-eight) 48-hour notice shall be given the affected customers. (UC-24-G)

- The Contractor shall provide bore logs for all pipe installed by horizontal directional drills.

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