



**City of Norwich
Norwich Public Utilities**

Department of Finance – Purchasing Agent
100 Broadway, Room No. 105
Norwich, CT 06360

Phone: (860)823-3706
Fax: (860)823-3812
E-mail: whathaway@cityofnorwich.org

REQUEST FOR QUALIFICATION

RFQ No.: 20-01

Due Date and Time: August 28, 2019 at 2:00 P.M.

Title: Engineering Services - Gas

Special Instructions:

The following information must appear in the lower left hand corner of the envelope:

RFQ No.: 20-01 Engineering Services - Gas

Not to be opened until August 28, 2019 at 2:00 P.M.

Return Bids to:

William R. Hathaway, Purchasing Agent
City of Norwich
100 Broadway, Room 105
Norwich, CT 06360-4431



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REQUEST FOR QUALIFICATIONS (RFQ) 20-01 ENGINEERING SERVICES-GAS

Norwich Public Utilities is soliciting statements of qualifications from engineering/consulting firms to provide on call professional services for various natural gas related projects. Services may include planning, design, system modeling, construction contract administration, inspection, and/or technical support

The RFQ will be available in digital format only. The RFQ may be obtained by downloading the RFQ documents from the following websites:

<http://www.norwichct.org>

<http://das.ct.gov>

ONE (1) original and FIVE (5) sets of the RFQ package, clearly marked "REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES-GAS (RFQ) 20-01" will be accepted no later than August 28, 2019, 2:00 PM, in the Purchasing Agent's office, 100 Broadway, Room 105. Norwich, CT 06360

NO QUALIFICATIONS WILL BE ACCEPTED AFTER THE 2:00 P.M. DEADLINE.

As needed, the work shall be awarded to the most qualified and responsible firm(s), in accordance with the Regulations of Connecticut State Agencies (RCSA) Section 22a-482-4 (i) ARCHITECTURAL/ENGINEERING PROCUREMENT REQUIREMENTS

Questions regarding this bid must be submitted in writing to William R. Hathaway, Purchasing Agent, at whathaway@cityofnorwich.org or by facsimile to (860)823-3812, no later than 12:00 P.M. on August 16, 2019.

Norwich Public Utilities reserves the right to accept or reject any and all proposals if, in its judgment, the best interests of Norwich Public Utilities will be served.

Return RFQ to:

William R. Hathaway, Purchasing Agent
City of Norwich
100 Broadway, Room 105
Norwich, CT 06360-4431



CITY OF NORWICH, CONNECTICUT
PLEASE RETURN THIS FORM IMMEDIATELY!

Acknowledgement: Receipt of RFQ Documents

RFQ No.: 20-10
Title: Engineering Services-Gas

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help the City of Norwich to maintain proper follow-up procedures and will ensure that your firm will receive any addendum that may be issued.

Date Issued: 07/24/2019
Date Documents Received: _____ / _____ / _____
Do you plan to submit a response? _____ Yes _____ No

Print or type the following information:

Company Name: _____
Address: _____

Telephone: _____ Fax: _____
E-mail Address: _____
Received by: _____

Note: Faxed or e-mailed acknowledgements are requested.

Fax No.: (860)823-3812
E-mail: whathaway@cityofnorwich.org

Fax or e-mail this sheet only. A cover sheet is not required.

DO NOT FAX OR E-MAIL YOUR RESPONSE TO THIS RFQ

REQUEST FOR QUALIFICATIONS
ON-CALL ENGINEERING SERVICES
NORWICH PUBLIC UTILITIES - NATURAL GAS DIVISION

I. INTRODUCTION

NPU is a public utility company that provides natural gas, electric, water and wastewater services to the City of Norwich and surrounding communities. The City of Norwich is located in southeastern Connecticut and has a population of approximately 40,000. The NPU natural gas system consists of approximately 156 miles of distribution mains, 9,500 services, 5 gate stations, 8 district regulator stations, and 1 LNG facility. Since 2010, nearly 1,900 new natural gas customers have been added to the NPU network. This activity has generated nearly \$3.2 million in new annual revenues for NPU. NPU was recently honored by The American Public Gas Association (APGA) with two awards recognizing excellence in operations and digital marketing. NPU is one of only 21 public natural gas systems in the United States-out of more than 700 APGA members-to be given the Systems Operational Achievement Recognition (SOAR) award, which is presented to natural gas utilities that demonstrate excellence in the four critical operational areas: worker safety, workforce development, systems integrity, and systems improvement

NPU intends to prequalify engineering/consulting firms in the service categories below. Service category requirements are provided in this RFQ.

1. Natural Gas System Modeling
2. Project Planning, Permitting, and Coordination
3. Steel Pipeline Design
4. Plastic Pipeline Design
5. LNG Plant Design & Operations
6. Pipeline Welding Procedures & Inspection
7. Cathodic Protection Consultation, Inspection & Monitoring
8. District Regulator/Gate Station Design & Operations
9. Training & Qualification (OQ)
10. Regulatory Compliance

Firms interested in providing engineering/professional services in one or more of the requested categories should specify in their Statement of Qualifications which categories they intend to be pre-qualified, and provide qualifications specific to each category. Qualification requests will be assessed and determined solely by NPU. All qualification decisions are final and not subject to appeal.

NPU intends to establish prequalification lists for terms of three (3) years, with two (2) additional one (1) year term extensions at NPU's discretion. As tasks or projects requiring engineering/consulting services arise, NPU will develop a specific scope of services requested and distribute to appropriate prequalified firms to receive a quotation and timeline for the requested services. The task or project will then be assigned to the firm deemed best able to provide the requested services in the required timeframe at the lowest cost.

In general, probable consulting costs for each project may range from approximately \$5,000 to \$200,000. NPU anticipates awarding between 2 and 10 projects per year, however NPU does not guarantee a minimum quantity of projects per year nor does it guarantee that any specific prequalified firm will be awarded work in any given year. The duration of any given project is expected to range between a few weeks to several months. NPU reserves the right to issue further detailed Requests for Proposals or Qualifications for any specific project when NPU determines that such solicitation is in its best interest.

II. SCOPE OF SERVICES

The following are descriptions of typical scope of services requested for each of the nine service categories requested.

1. Natural Gas Modeling

NPU's natural gas system is very well captured in an Arcview based GIS system. NPU will provide firms selected for modeling projects data from and/or access to the NPU GIS system which can be used to model system behavior, system changes, troubleshoot low pressure areas, define uprate areas, etc. Qualifications for this service category should include, but not be limited to:

- a. Education and experience of person(s) performing modeling
- b. Demonstrated system modeling experience with similarly sized or larger gas systems
- c. Demonstrated experience troubleshooting gas system low pressure problems
- d. Demonstrated experience modeling uprate projects

2. Project Planning, Permitting, and Coordination

Work under this category includes consultant services in the early phases of potential large scale natural gas expansion projects, as they arise. Tasks for this service category include, but are not limited to:

- a. Project Viability and Constructability
- b. Cost Estimating
- c. Return on Investment
- d. Timeframe for Completion

- e. Permitting Requirements
- f. Public Outreach
- g. Correspondence with State/Federal Regulatory Personnel

Qualifications for this service category include demonstrated education, experience, and competency in the above tasks for projects involving no less than one mile gas main expansions.

3. Steel Pipeline Design

Work under this category includes multiple tasks involved with the design of steel pipeline projects. Firms will develop comprehensive design plans, specifications and drawings for a variety of steel pipeline projects including pipe pressures ranging from inches of water column to 600 psig and pipe diameters from 4" to 24". Designs may include, but are not limited to:

- a. Materials Selection (based on load, pressure, physical constraints, etc.)
- b. Joining (welding and mechanical)
- c. Coatings
- d. Cathodic Protection
- e. Bridge Crossings
- f. Horizontal Directional Drilling
- g. Pressure Testing
- h. Hot Tapping
- i. Stopping and Bypassing
- j. Purge In and Out of Service
- k. Tie-Ins

Qualifications for this service category include demonstrated education, experience, and competency in the above listed tasks.

4. Plastic Pipeline Design

Work under this category includes multiple tasks involved with the design of plastic pipeline projects. Firms will develop comprehensive design plans, specifications and drawings for a variety of plastic pipeline projects including pipe pressures ranging from inches of water column to 199 psig and pipe diameters from 2" to 12". NPU only installs HDPE for plastic pipe projects. Designs may include, but are not limited to:

- a. Materials Selection (based on load, pressure, physical constraints, etc.)
- b. Joining
- c. Pressure Testing
- d. Hot Tapping
- e. Stopping and Bypassing

- f. Purge In and Out of Service
- g. Tie-Ins

Qualifications for this service category include demonstrated education, experience, and competency in the above listed tasks.

5. LNG Plant Design & Operations

NPU operates an LNG satellite facility, built in 1970, capable of vaporizing liquid natural gas and sending it to our existing distribution system. The system consists of four (4) subsystems: the unloading system, the LNG storage tank, the pressure building system, and the boil-off gas recovery system. The LNG pressure vessel storage tank has a capacity of approximately 55,000 gallons. System output at 50 psig is approximately 100 MCF per hour. Tasks for this service category include, but are not limited to:

- a. Plant Facility Assessment and Recommendations (all plant components)
- b. Repair Cost Estimating
- c. Plant Modernization
- d. Develop Design Plans for Plant Improvements
- e. Regulatory Compliance

Qualifications for this service category include demonstrated education, experience, and competency in the above listed tasks.

6. Pipeline Welding Procedures & Inspection

Work under this category includes consulting on minor welding projects, separate from the welding qualifications required for the above Steel Pipeline Design category. Tasks for this service category include, but are not limited to:

- a. In-Service Hot Tap Branch Connections
- b. Custom Header/Manifold Design
- c. Consultation on Selection of Qualified Welders and NDT Vendors
- d. Regulatory Compliance with 49 CFR 192 Subpart E and API 1104
- e. Consultation and/or Training on Welding Inspection

Qualifications for this service category include demonstrated education, experience, and competency in the above listed tasks.

7. Cathodic Protection Consultation, Inspection & Monitoring

Work under this category includes consulting, inspecting and/or monitoring of NPU's 13 CP rectifier systems along with smaller individually protected areas/services. Tasks for this service category include, but are not limited to:

- a. Measure Pipe to Soil Potential
- b. Test for Presence and/or Integrity of Insulators
- c. Conduct Soil Resistance Surverys
- d. Test and Correct Shorts
- e. Consultation on Installing Anodes and Test Stations
- f. Consult on, Inspect, and Monitor Rectifiers
- g. Conduct Interference Testing
- h. Corrosion Inspection

Qualifications for this service category include demonstrated education, experience, and competency in the above listed tasks.

8. District Regulator/Gate Station Design & Operations

NPU receives transmission gas from 5 City Gate Stations and operates 8 District Regulator (DR) Stations. 3 of the 5 gate stations are fully owned and operated by Spectra Energy, while the remaining 2 are operated by NPU downstream of an ownership delineation point between Spectra and NPU. All DR stations are owned and operated by NPU and include a mix of fully enclosed building facilities and underground vault facilities. NPU operates 4 primary gas pressure classes: low pressure (21 inwc MAOP), intermediate pressure (73/88 inwc MAOP), high pressure (60 psig MAOP), and high high pressure (199 psig MAOP).

Work under this category includes design of new DR stations, design of existing gate or DR station improvements, and consulting on gate and DR station operations and maintenance, as needed. Tasks for this service category include, but are not limited to:

- a. Design of new DR stations – above ground and below ground – including:
 - i. Pipe and regulator sizing and layout, materials specifications, telemetry, communications, security, code compliance, construction drawings, construction inspection, etc.
- b. Existing DR station improvements and retrofits
- c. Consultation on existing station operations and maintenance components, such as:
 - i. Pressure control, overpressure protection, heaters, odorizers, telemetry, communications, security, etc.

Qualifications for this service category include demonstrated education, experience, and competency in the above listed tasks.

9. Training & Qualification (OQ)

Connecticut state regulations are rapidly expanding in regards to training and qualifying personnel to perform covered task on operator jurisdictional facilities. As a relatively small LDC NPU supervisory personnel are charged with overseeing several company programs relating to

code compliance, including training and qualifications. As the requirements for training and qualifications expand, NPU must be positioned to meet these challenges to ensure the safety, reliability, and compliance of all facets of its operations. To this end NPU envisions procuring outside assistance in the following areas:

- a. Consultation on developing and implementing a robust training program for in-house construction crews, in-house engineers and supervisors, and third party vendors (construction, leak survey, inspectors, etc.)
- b. Consultation on developing and implementing an operator qualification (OQ) program that validates training and competency in covered tasks. Qualification testing will include hands-on (physical) and written testing of knowledge, skills, and abilities.
- c. Provide Training
- d. Serve as evaluator for hands-on qualification testing
- e. Training and OQ Regulatory Compliance

Qualifications for this service category include demonstrated education, experience, and competency in the above listed tasks.

10. Regulatory Compliance

Work under this category includes consultation on and assessment of all NPU procedures, policies, programs, and manuals to ensure code compliance with all federal and state regulations. Consultation may include performing gap analyses, recommendations for improvements to meet industry standards and/or best management practices, etc. Procedures, policies, programs, and manuals for which consultation services may be requested include:

- a. Operations & Maintenance (O&M) Manual
- b. Construction Standards
- c. Emergency Plan
- d. Distribution Integrity Management Program (DIMP)
- e. Public Awareness Plan
- f. Drug & Alcohol Program
- g. Pipeline Safety Management System (PSMS)
- h. QA/QC Program
- i. Management of Change Process
- j. Engineering Review Process

Qualifications for this service category include demonstrated education, experience, and competency in the above listed tasks.

STATEMENT OF QUALIFICATIONS

Respondents must indicate below which service categories they seek consideration for pre-qualification. Respondents may indicate more than one category, but must submit a separate qualification package for each category they request pre-qualification. Qualification packages should include company brochures, resumes of persons proposed to meet qualification requirements, listings of relevant experience, references of clients for which the company provides similar services and/or any other relevant information respondents want considered in the selection process.

<u>Service Category</u>	<u>Check for Consideration</u>
1. Natural Gas System Modeling	_____
2. Project Planning, Permitting, and Coordination	_____
3. Steel Pipeline Design	_____
4. Plastic Pipeline Design	_____
5. LNG Plant Design & Operations	_____
6. Pipeline Welding Procedures & Inspection	_____
7. Cathodic Protection Consultation, Insp. & Monitoring	_____
8. District Regulator/Gate Station Design & Operations	_____
9. Training & Qualifications (OQ)	_____
10. Regulatory Compliance	_____

Firm Name _____

Address _____

Phone _____

Email Address _____

Contact _____