



RFB FOR WHALEHEAD GEOTHERMAL PIPING REPLACEMENT RE-BID

Date: November 5, 2025

To: Prospective Bidders

From: Trischa Quinlan, Contracts & Purchasing Agent, Currituck County

Subject: Addendum No. 1 to RFB for Whalehead Geothermal Piping Replacement Re-Bid

This Addendum forms a part of the Contract Documents and modifies the Bidding documents dated October 28, 2025, with amendments and additions noted below. This Addendum must be acknowledged on the Bid Form. Failure to acknowledge receipt of Addendum No. 1 may result in your submission being declared non-responsive.

The “Notice to Bidders” is rewritten as follows:

The County of Currituck, North Carolina (“the Owner”) requests bids for the Whalehead Club Geothermal Piping Replacement Re-Bid at 1100 Club Rd, Corolla, North Carolina.

Bids will be received by email to Trischa Quinlan, Contracts & Purchasing Agent at bids@currituckcountync.gov until **5:00 p.m.** Eastern Standard Time (EST) on **November 20, 2025**.

Bids received after this deadline will not be accepted. It is the sole responsibility of the Bidder to ensure receipt of its’ bid by the County. Confirmation of receipt by telephone can be made directly to Trischa Quinlan at 252-232-6073.

Complete Contract Documents in digital (pdf) format for this project may be obtained from Trischa Quinlan, Contracts & Purchasing Agent by email at bids@currituckcountync.gov.

A Pre-Bid Meeting will not be held. Bidders should review the conditions of the project in person.

Questions and/or requests for clarification shall be submitted in writing to Trischa Quinlan by email to bids@currituckcountync.gov no later than **5:00 p.m.** on **November 12, 2025**.

This is an informal bid. Bids will not be opened publicly and read aloud. Award will be made to the lowest responsive, responsible bidder. No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 30 days.

All bidders must meet the licensing requirements under Chapter 87 of the N.C. General Statutes. Small Business Entities, Women Owned Businesses, Minority Owned Businesses, Veteran and Service-disabled Veteran Owned Businesses are encouraged to submit bids.

The County reserves the right to reject any or all bids and to waive informalities and defects, as it may deem to be in its best interest.

Addenda will be transmitted electronically by email to Bidders known by the Owner to have received complete Contract Documents.

Addenda will be issued no later than 3 (three) days prior to the date for receipt of bids, except an Addendum withdrawing the request for bids or one which includes postponement of the date of receipt for bids.

The “Instructions to Bidders, Section 12. Submission of Bids” is rewritten as follows:

Bids shall be submitted by email to Trischa Quinlan, Contracts and Purchasing Agent at bids@currituckcountync.gov no later than 5:00p.m. Eastern Standard Time (EST) on November 20, 2025. The subject line of the email should include Whalehead Club Geothermal Piping Replacement Re-Bid.

It is the responsibility of the Bidder to confirm receipt of its' bid by the County. Confirmation of receipt by telephone can be made directly to Trischa Quinlan at 252-232-6073. Any bid received after the date and time specified will not be considered.

Bidder Questions:

1. Can I bid with a valid NC drillers license?

Answer: After further review of the project and consultation with Currituck County Permits and Inspections department, a HVAC license is required to install horizontal piping in a geothermal system. See attached Memorandum of Agreement and Amendment.

**State Board of Examiners of Plumbing,
Heating and Fire Sprinkler Contractors**
From: Dale L. Dawson, Executive Director
November 24, 2009

GEOHERMAL HVAC INSTALLATIONS

Over the last several years with the increased popularity of geothermal HVAC system installations there has been an increased misunderstanding on the licensing requirements for these installations. Although incorrect, there is a widely held belief in the industry that well contractors can perform the piping installation on geothermal installations, be it vertical or horizontal.

The act of drilling the well and grouting the well casing is not governed by our licensing board, but the task of installing the piping (open loop or closed loop) is regulated by the Board's Laws and Rules.

The installation of piping does require either an H-3 license (for systems 15 tons or below) or an H-2 license for systems larger than 15 tons. The definition of H-3 and H-2 reads in part as follows:

The phrase "heating, group number two" means an integral system for heating or cooling a building consisting of an assemblage of interacting components producing conditioned air to raise or lower the temperature, and having a mechanical refrigeration capacity in excess of fifteen tons, and which circulates air.

The phrase "heating, group number three" shall be deemed and held to be a direct heating or cooling system of a building that raises or lowers the temperature of the space within the building for the purpose of comfort in which electric heating elements or products of combustion exchange heat either directly with the building supply air or indirectly through a heat exchanger using an air distribution system of ducts and having a mechanical refrigeration capacity of 15 tons or less. A heating system requiring air distribution ducts and supplied by ground water or utilizing a coil supplied by water from a domestic hot water heater not exceeding 150 degrees Fahrenheit requires either plumbing or heating group number one license to extend piping from valved connections in the domestic hot water system to the heating coil and requires either heating group number one or heating group number three license for installation of coil, duct work, controls, drains and related appurtenances.

Licensees who hold H-1 licenses cannot perform the geothermal piping installations since their license (H-1) only covers hot water or steam piping systems.

It is illegal for a well contractor to contract the geothermal piping installation even if the geothermal piping installation is subcontracted to a licensee who holds the appropriate license. In addition, it is illegal for a licensee (H-2 or H-3) to subcontract these installations from a well contractor. Well contractors can only contract or perform that is classified as well construction activities through their board. Should anyone have any questions or concerns please contact our office for further details.

AMENDED
October 11, 2010

Pursuant to the Memorandum of Agreement entered by the State Board of Examiners of Plumbing, Heating and Fire Sprinkler Contractors (BOARD) and the North Carolina Well Contractors Certification Commission (COMMISSION):

1. In a geothermal HVAC installation, a well contractor may drill and grout the borehole, and either the well contractor or H-2 or H-3 contractor may install piping in the borehole. The well contractor may install the vertical piping outside the presence of the heating contractor if both have a signed written agreement between the H-2 or H-3 contractor and the well contractor which specifies the depth, diameter, material and thickness of the vertical piping and the number and location of the wells as determined to be necessary of the particular heating or cooling system by the H-2 or H-3 contractor or a licensed mechanical engineer. The installation of the piping for the heating or cooling system by the well contractor is limited to the vertical piping within the well only.
2. Both the heating contractor and well contractor will maintain a copy of the foregoing agreement in their job file for the particular project. Nothing in this Memorandum affects the BOARD requirement that only a HVAC contractor may bid or install a geothermal HVAC job. Nothing in this agreement affects the COMMISSION requirement that only a well contractor may conduct well contractor activity.

STATE OF NORTH CAROLINA
COUNTY OF WAKE

NORTH CAROLINA WELL CONTRACTORS
CERTIFICATION COMMISSION

AND

NORTH CAROLINA STATE BOARD OF EXAMINERS
OF PLUMBING, HEATING, AND FIRE SPRINKLER
CONTRACTORS •

MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT is entered into by the North Carolina Well Contractors Certification Commission (hereinafter "COMMISSION") and the North Carolina State Board of Examiners of Plumbing, Heating, and Fire Sprinkler Contractors (hereinafter "BOARD") and agreed to by their undersigned representatives.

WHEREAS, an H-2 or H-3 license issued by the BOARD is required to install geothermal HVAC systems and to bid on geothermal HVAC jobs; and,

Whereas determination of the quantity, diameter, sizing, depth and location of all vertical piping and the bidding and installation thereof is an activity essential to the success and functional operation of a geothermal heating or cooling system and, when used for comfort heating and cooling, requires an H-2 or H-3 license from the Board;

WHEREAS, a well contractor certification by the COMMISSION is required to drill geothermal boreholes whether used for a geothermal HVAC system or for production of potable water; and,

WHEREAS, an HVAC contractor may subcontract the borehole portion of a geothermal HVAC system to a well contractor, but currently the HVAC contractor must remain present and on site during any well construction activity carried out by the licensee of the Board; and,

WHEREAS, the BOARD and the COMMISSION wish to clarify the licensing and certification requirements related to the installation of geothermal wells for HVAC systems in North Carolina; and,

WHEREAS, the BOARD and the COMMISSION wish to reduce duplication in licensing and certification requirements for contractors engaged in the construction of geothermal HVAC systems; and,

WHEREAS, the BOARD and the COMMISSION wish to continue to protect the health, safety, and welfare of the public in their respective fields;

Now THEREFORE, the North Carolina State Board of Examiners of Plumbing, Heating, and Fire Sprinkler Contractors and the Well Contractors Certification Commission do hereby agree to the following terms of this Memorandum of Agreement.

I. Definitions:

- a. H-2 or H-3 Contractor means the holder of a current license issued by the Board in the appropriate classification.
- b. Well Contractor means an active COMMISSION certified well contractor with International Ground Source Heat Pump Association (IGSHPA) certification.
- c. Client means the current owner of the property on which the geothermal heating or cooling system is being installed, or the person financially responsible for the system, or the person who will be the end user of the system.

II. This Memorandum shall apply to all geothermal HVAC installations

III. In a geothermal HVAC installation, a well contractor may drill and grout the borehole, and either the well contractor or H-2 or H-3 contractor may install piping in the borehole. The well contractor may install the vertical piping outside the presence of the heating contractor if both have a signed written agreement between the H-2 or H-3 contractor and the well contractor which specifies the depth, diameter, material and thickness of the vertical piping and the number and location of the wells as determined to be necessary for the particular heating or cooling system by the H-2 or H-3 contractor or a licensed mechanical engineer. The installation of the piping for the heating or cooling system by the well contractor is limited to the vertical piping within the well only.

IV. Both the heating contractor and the well contractor will maintain a copy of the foregoing agreement in their job file for the particular project. Nothing in this Memorandum affects the BOARD requirement that only a HVAC contractor may bid or install a geothermal HVAC jobs. Nothing in this agreement affects the COMMISSION requirement that only a well contractor may conduct well contractor activity.

V. The BOARD and the COMMISSION will each enforce the law under their jurisdiction and the application of this agreement. This MEMORandum is MADE PER the following authority:

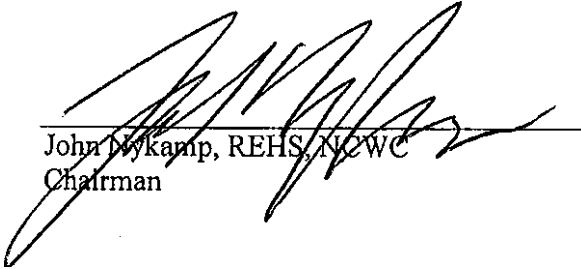
- a. N.C.G.S. §§ 87-2187-85, 87-86, 87-98.1, 87-98.2, 87-98.3

- b. 15A NCAC Ch. 27(Well Contractor Certification Rules); Title 21 NCAC Chapter 50 (State Board of Examiners of Plumbing, Heating & Fire Sprinkler Contractors Rules)

- VI. This Memorandum may be amended or modified only in writing. Either party may terminate this Memorandum by serving written notice to the other party at their address of record. The termination shall take effect sixty days after the terminating party serves notice, unless a later date is set forth,
- VII. This agreement shall be effective on 15 October 2010, and remain in effect indefinitely until superseded, rescinded, or modified.
- VIII. No part of this Memorandum is to be construed to be in violation of any law or regulation, State or Federal.' The BOARD and COMMISSION acknowledge that they have read and understand this Memorandum.
- IX. The respective Chairmen of the BOARD and COMMISSION represent and warrant that they are authorized to assent to this Memorandum.
- X. THIS Memorandum comprises the entirety of the agreement between the BOARD and the COMMISSION on this subject.

Agreed, this the 11th day of October 2010.

NORTH CAROLINA WELL CONTRACTORS
CERTIFICATION COMMISSION



John Wykamp, REHS, NCWC
Chairman

(SEAL)

NORTH CAROLINA STATE BOARD OF
EXAMINERS OF PLUMBING, HEATING, AND
FIRE SPRINKLER CONTRACTORS



R. M. Boone
Chairman

(SEAL)