

**Request for Qualifications
Professional Engineering Consulting Services
Water Supply Long Term Planning
Cape Fear Public Utility Authority
Wilmington, North Carolina
August 7, 2026**

General Information

Cape Fear Public Utility Authority (CFPUA) requests statements of qualifications (SOQ) from consulting engineering firms for Water Supply Long Term Planning.

This project will consist of:

1. Developing an inventory of future water supply alternatives without respect to projected demands. This inventory of alternatives will identify, in as much as possible and practical, all potential sources of raw water supply or storage; and
2. Identifying the average and peak day capacity of each alternative, the type of treatment required, the capital investment required, regulatory hurdles, stakeholders impacted, and a comparative estimate of the number of years each alternative might require from planning start to substantial completion; and
3. Develop a scoring and ranking methodology for combinations of alternatives needed to satisfy a minimum of 50 MGD additional peak day demand beyond the current finished water supply provided by Sweeney WTP (44 MGD) and Richardson WTP (7 MGD).

The project scope is purposefully scaled beyond the foreseen need to drive the identification of community water supply solutions that might be overlooked by scoping an incremental increase study. This is a strategic initiative designed to look at what is possible and identify a range of solutions for future consideration and implementation, as needed.

Submission of a Statement of Qualification (SOQ)

Consulting engineering firms are invited to submit a Statement of Qualification to CFPUA to be received no later than Thursday, September 10, 2026, at 2:00PM. Submittals received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until August 26, 2026, at 2:00PM. Questions submitted after this time will not be addressed. Questions concerning this advertisement should be directed to Ben Guerrieri, Procurement Manager, Cape Fear Public Utility Authority, at bids@cfpua.org.

SOQs shall be limited to 25 pages or less, excluding cover page, table of contents, tabs, resumes and appendices.

Firms shall submit their statement of qualifications for consideration in .pdf format to bids@cfpua.org. Maximum file size for .pdf submission is 25MB. A reply will be sent to the email address submitting the statement of qualifications to confirm receipt. It is the submitting firm's responsibility to confirm that CFPUA has received a statement of qualifications via email. If email reply is not received from bids@cfpua.org, please call 910-332-6472 or 910-332-6651 before the deadline for submission to confirm CFPUA has received your package. It is the submitter's sole responsibility to meet the stipulated date and hour deadline for submittals.

Submitted information shall comply with N.C.G.S. 143-64.31 through 64.34 (aka Mini Brooks Act).

All SOQ's will be evaluated by a CFPUA selection team.

One firm will be selected from this request for qualifications.

Project Description

The consultant shall facilitate with staff and relevant stakeholders to develop a project charter prior to developing a detailed draft workplan which identifies the inventory of potential sources and a schedule completion the alternatives analysis, ranking and recommendations deliverable.

The final deliverable shall be a comprehensive identification of ranked alternatives to meet a cumulative future additional peak day demand of 50 MGD. In addition to the document, the consultant will deliver GIS layers and Excel files for CFPUA staff to use as working tools for future assessments and capital project development.

Schedule

The project charter meeting shall take place in October 2026, the draft workplan shall be delivered December 2026, and the Final deliverables shall be submitted by October 2027.

Consultant Selection

CFPUA will follow a qualifications-based selection process. Consultants must demonstrate their level of competence and qualification, and each sub-consultant's level of competence and qualification, with respect to the listed evaluation factors for the services needed.

SOQ's will be evaluated based on the following three (3) considerations and the level of importance for each consideration. The SOQ shall be formatted consistent with the evaluation consideration. Criteria shown under each of the three (3) considerations are to be addressed in the SOQ. Consultants may provide additional information as necessary.

1. Project Understanding & Approach (35%)
2. Relevant Firm Experience (35%)

3. Overall Staff Experience Proposed for this Project (30%)

A more detailed scope of work and fee schedule will be negotiated with the best qualified firm, and a fair and reasonable fee shall be established. The project budget cap is \$300,000. If negotiations are not successful with any selected firm, CFPUA will terminate negotiations with that firm and initiate negotiations with the next best qualified firm.

Insurance Requirements

The following criteria will be deemed necessary for selection:

- The firm must meet the following insurance requirements. Workers Compensation may be waived if firm has no employees.
- General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate. Authority must be additional insured and endorsement required.
- Workers Compensation \$500,000/\$500,000/\$500,000. Waiver of Subrogation against the Authority and endorsement required.
- Auto Liability Insurance \$1,000,000 per occurrence combined single limits applicable to claims due to bodily injury and/or property damage. Authority must be additional insured and endorsement required.
- Professional Liability not less than \$2,000,000 per loss.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State.

Notification

The selected firms will be notified by telephone and/or email.

CFPUA reserves the right to reject any, and all Proposals.

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