

## Request for Qualifications

### East Williams Lower Substation Upgrade Design

August 7, 2025

#### Introduction

The Town of Apex Electric Department is conducting a qualification-based selection process for engineering services for a required upgrade to an existing substation. Interested engineering firms are invited to submit a Statement of Qualifications (SOQ) package for consideration no later than **12:00 PM on August 22, 2025**.

#### Project Description

The Town of Apex has a need to increase the capacity of its East Williams Lower substation located off of NC Highway 55 near US Highway 1 to accommodate growth in the area. The substation currently consists of a 40 MVA transformer supplying 2 of 4 feeders to an adjacent switchyard via underground conductors from two breakers and 2000A bus system supported by a V type structure. An additional 40MVA transformer has been purchased and is scheduled for delivery in May of 2027.

This project is to create construction documents and substation drawings with the necessary changes to accommodate the new transformer and three new exit feeders (refer to the attached exhibit). The project will also include all required modifications to existing protection, controls, and metering systems to support the upgrades. The existing V type support structure will be demolished and replaced with lattice style support structure with the bus work modified/replaced to match other town substation configurations. Exit feeders are to be fed by 600A reclosers (GW Vipers or Eaton Nova TS) through 576 KVA regulators (GE VR 1 or Eaton/Cooper Quickstep). The project may include the design or layout for all or portions of the exit feeders' (circuit) routes. This includes load-based layout of the distribution transformers, highway crossing, and development of tie points and loop schemes for the circuit and between circuits.

The project will include two bid alternates:

1. Modify the existing bus work and V structure to interface with the new exit feeders instead of demolishing the existing structure.
2. Include the addition of 6 exit feeders rather than one.

#### Scope of Work

The following scope of work is currently envisioned for this project. The intent is to award the entire scope to one qualified firm or team of firms; however, the town reserves the right to contract separately for any portion of the project. This may include issuing a subsequent RFQ for certain tasks or assigning tasks to the town's on-call engineering firms.

### **Design Phase**

- Conduct necessary surveys of the substation site and exit feeder routes.
- Grading determinations, plats, easement maps, etc.
- Construction plans and technical specifications preparation
- Bidding and contract documents preparation utilizing the town's standard documents
- Final construction cost estimates
- Any required environmental permits and regulatory approvals
- Provide input to power wholesaler for point of delivery and transmissions studies if required

### **Bidding Assistance Phase**

- Advertise or assist in the advertising of the project for bids
- Receive inquiries and issue clarifications and addenda as required
- Conduct a pre-bid conference
- Receive bids and conduct public bid opening (if required)
- Provide a certified bid tabulation and make a recommendation of award
- Attend factory acceptance tests as needed

### **Construction Administration & Observation Phase**

- Coordinate execution of the contract documents
- Review submittals and maintain logs
- Negotiate and prepare change orders
- Review/verify quantities and recommend approval of partial pay requests
- Maintain red-lines, as-built drawings
- Provide part-time observation during site preparation phase of construction
- Provide part-time observation once structure and equipment installation begin
- Oversee/witness relay testing and validation
- Maintain weekly observation logs
- Conduct monthly construction progress meetings
- Conduct project closeout and submit all as-builts plans, and certifications (if any)

## SOQ Requirements

The SOQ should follow the format outlined in this section. Submittals shall not exceed 20 pages including the cover letter. Page count does not include cover page or dividing tabs if used. All pages shall be 8.5" x 11".

1. Cover Letter: A clear and concise introduction, which shall identify the firm's primary contact person for the SOQ, acknowledge receipt of any amendments to the RFQ, and summarize why the town should select your firm for this project.
2. Firm Profile: Provide the following information:
  - a. Brief history of the firm,
  - b. Location and contact information for the firm's corporate headquarters,

- c. Location(s) and contact information for any branch office(s) that may be utilized for this project,
  - d. Number of employees (overall and for each identified branch office),
  - e. Type of ownership and parent company, if applicable, and any pending ownership changes,
  - f. Identify any claim or litigation involving the firm within the last five years, or provide a statement that none exist
3. **Project Understanding and Approach:** A detailed narrative that demonstrates an understanding of the town's needs and describes how those needs will be met. Identify services that are typically provided in-house by the firm's local or North Carolina offices, services that are available from the firm's out-of-state offices, and services for which a sub-consultant would be utilized.
4. **Qualifications and Experience:** At least four relevant projects completed by the firm. Include the following information for each listed project:
- a. Project description,
  - b. Project start and completion dates (if ongoing, provide the current status and projected completion date),
  - c. Engineer's estimated cost, bid cost, and final cost (an explanation to significant differences in cost may be provided),
  - d. Scope of services provided by the consultant,
  - e. Sub-consultants utilized (if any),
  - f. Summary of the similarities to this project, and
  - g. Name, title, email address, and phone number of Owner reference.
5. **Project Team:** Identify all personnel, including sub-consultants that will be directly involved in the project. Provide a brief resume for each team member which includes office location, general qualifications (education, professional registrations, certifications, etc.), years of experience (with current firm and other firms), role for this project, and role for any projects listed in the Qualifications and Experience section of the SOQ.
6. **Project Management and QA/QC:** Briefly describe the firm's procedures and processes for project management and quality assurance and quality control throughout all phases of a project.

#### Evaluation Criteria & Selection Process

SOQs will be evaluated based on the following criteria:

1. Firm experience and reputation
2. Project approach and understanding

3. Qualifications and experience of the personnel assigned to this project
4. Office location of project team members

SOQs will be evaluated by a selection committee comprised of town staff. Following initial evaluation of the SOQs, the committee may conduct interviews with top candidates.

#### Submittal Procedure

As soon as possible, please email [brad.holland@apexnc.org](mailto:brad.holland@apexnc.org) to indicate your firm's interest in the project and intent to submit a SOQ. Include the firm's name and the name and email address of the main contact person for the SOQ.

All questions related to the RFQ shall be via email to [brad.holland@apexnc.org](mailto:brad.holland@apexnc.org) from the identified contact person. The deadline for questions is 4:00 PM on August 15, 2025.

Submit the SOQ in pdf format via email to [brad.holland@apexnc.org](mailto:brad.holland@apexnc.org) no later than 12:00 PM on August 22, 2025. No hardcopy submittal of the SOQ is required. Please note that any additional information or amendments to this RFQ will be posted to the town's website. It is the responsibility of the consultant to monitor the site accordingly.

The consultant shall bare full responsibility for all costs incurred in the development and submittal of the SOQ, including costs associated with interviews. All submissions shall become the exclusive property of the town of Apex and may be disclosed to third parties.