

**Request for Qualifications
Professional Engineering Consulting Services**

WATER AND SEWER SERVICE INSTALLATIONS

**Cape Fear Public Utility Authority
Wilmington, North Carolina
December 16, 2024**

General Information

Cape Fear Public Utility Authority (CFPUA) requests statements of qualifications (SOQ) from consulting engineering firms for the design of water and sewer residential service installations. The work will be assigned as individual task orders. The task orders will generally consist of preparing a design and plan to detail individual residential water and sewer service installations, but may include preliminary survey, NC DOT Encroachment submittals and general construction coordination. These services typically originate from well and septic failures and require a timely turnaround to proceed.

The contract amount is \$50,000 in potential professional service fees. No guarantee is expressed or implied by the CFPUA that all services will be performed or that the selected consultant will perform all services associated with the project. The CFPUA may terminate work or pursue other consultant selections at any phase of the project. Contract duration shall be up to three years with annual renewal.

Submission of a Statement of Qualification (SOQ)

Consulting engineering firms are invited to submit a Statement of Qualification to the CFPUA to be received no later than **2:00 PM on January 16, 2025**. Submittals received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until 2:00 PM on January 7, 2025. Questions submitted after this time will not be addressed. Questions concerning this advertisement should be directed to Procurement Manager, Cape Fear Public Utility Authority, at bids@cfpua.org.

SOQ's shall be limited to **20-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 firms' responsibility to confirm that CFPUA has received 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 deadline for submission.

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

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

Schedule

Schedule shall be determined for each Task Order. The CFPUA selection team will place strong emphasis on a firm's ability to provide a quick turnaround on deliverables.

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 needed services.

Qualifying Statements shall include:

1. Firm name, address, telephone number, fax number, email address, and contact person(s).
2. Year in which the firm was established and any former names under which the firm operated.
3. Qualifications and experience of personnel who would be providing planning, surveying and design services for the project(s) by providing:
 - a. A list of design projects demonstrating experience/understanding of the experience described in the General section above. Project information shall include:
 - i. a summary of the scope of work and deliverables,
 - ii. the owner of the project, and
 - iii. the name, number, and email of a reference for the project.

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.

A more detailed scope of work and fee schedule will be negotiated with the best qualified firm. 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.

NOTIFICATION

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

- The CFPUA reserves the right to reject any and all submissions.
- Any questions concerning this advertisement should be directed to Procurement Manager, Cape Fear Public Utility Authority, at bids@cfpua.org by January 7, 2025 at 2:00PM.

End