REQUEST FOR QUALIFICATIONS

Apex Water Reclamation Facility
UV Disinfection Replacement

RFQ Advertisement: Friday, October 2, 2026

Statement of Qualifications Due: Thursday, November 19, 2026 by 2:00 p.m. ET

Issued by the Town of Apex Water Resources Department

Please direct all inquiries concerning this RFQ to:

Chandler Bailey, PE
Utilities Engineer
chandler.bailey@apexnc.org

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1. Introduction

1.1 Purpose

The Town of Apex (Town) requests Statements of Qualifications (SOQs) from qualified engineering firms or consultant teams licensed to provide professional engineering services in North Carolina for replacement of the ultraviolet (UV) disinfection system at the Apex Water Reclamation Facility (WRF). Anticipated services include preliminary engineering, competitive UV equipment preselection, final design, permitting, bidding assistance, construction administration and observation, startup, and project closeout.

The Town intends to select one Consultant for the overall project. Services may be authorized in phases, and the Town reserves the right to contract separately for portions of the work. Final scope, schedule, deliverables, and compensation will be established during contract negotiations.

1.2 Project Background

The Town owns and operates the Apex WRF at 300 Pristine Water Drive, Apex, NC 27539. The facility has a rated capacity of 3.6 million gallons per day (mgd) and an average daily flow of approximately 1.1 mgd. The existing Trojan UV4000 disinfection system was installed in 1998 within the former chlorine contact basin.

The project will replace the aging UV system and associated controls to improve reliability and maintain compliance with the facility's discharge requirements. The Town will consider retrofitting the existing basin or constructing a new UV structure, based on cost, available space, operational continuity, and long-term maintenance.

The Consultant will establish the design criteria and recommend a practical approach that maintains effective disinfection throughout construction. The project will also evaluate a protective superstructure over the UV installation, with final design subject to Town approval.

1.3 Available Reference Materials

The Town will provide this RFQ and the following reference materials on the Town's Bid and Proposal Postings webpage and the North Carolina electronic Vendor Portal (eVP).

1. NPDES Permit NC0064050 effluent limits table
2. Record drawings:
    a. 1986 plant expansion including chlorine contact tank structure
    b. 1997 plant expansion including UV retrofit into the chlorine contact tank structure
    c. 2020 disc filter installation
3. Historical plant effluent data, including:
    a. Flow
    b. Total suspended solids (TSS)
    c. Fecal coliforms after disinfection
    d. UV transmittance (UVT)

Respondents shall identify additional information and investigations needed to establish the design basis.

2. Solicitation Schedule and Communications

2.1 Anticipated RFQ Schedule

The Town may modify the schedule by written addendum.

Milestone	Date and Time
RFQ Advertisement	Friday, October 2, 2026
Pre-Submittal Conference and Site Visit (non-mandatory)	Thursday, October 22, 2026 at 9:00 a.m. ET Pre-Submittal Conference Water Resources Administration Building 105-B Upchurch St, Apex, NC 27502 Site Visit to Follow Apex Water Reclamation Facility 300 Pristine Water Drive, Apex, NC 27539
Deadline to submit written questions	Friday, November 6, 2026 by 4:00 p.m. ET
Town responses to questions (anticipated)	Friday, November 13, 2026
Statement of Qualifications Due	**Thursday, November 19, 2026 by 2:00 p.m. ET**
Evaluation (anticipated)	December 2026
Interviews (anticipated, if required)	January 2027
Selection Announcement (anticipated)	January 2027

2.2 Pre-Submittal Conference and Site Visit

A non-mandatory pre-submittal conference and site visit will be held at the location and time listed in the schedule above. Respondents are encouraged to attend to review existing conditions and discuss the anticipated scope.

2.3 Questions and Addenda

Submit all questions concerning this solicitation by email to Chandler Bailey at chandler.bailey@apexnc.org by the deadline in Section 2.1. Use the subject line “Apex WRF UV RFQ Questions.”

The Town will post responses and any changes to the RFQ through written addenda on the Town’s Bid and Proposal Postings webpage and the North Carolina electronic Vendor Portal (eVP). Oral statements and informal correspondence do not modify the RFQ. Respondents are responsible for monitoring the posting, reviewing all addenda, and acknowledging them in its cover letter.

3. Anticipated Scope of Services

The Town seeks a practical, cost-conscious approach that uses existing infrastructure where feasible, limits unnecessary studies, and advances efficiently from preliminary engineering through construction. Respondents should identify opportunities to streamline the work while maintaining reliable disinfection, regulatory compliance, and constructability. Detailed scope, deliverables, review milestones, and schedule will be established with the Consultant.

3.1 Project Management

Coordinate with Town engineering and operations staff; maintain the project schedule and budget; conduct meetings at key decision points; and provide appropriate technical quality review and brief progress updates.

3.2 Preliminary Engineering and UV Equipment Preselection

Review available records and operating data, perform necessary field investigations, and establish design criteria. Compare feasible retrofit and new-structure alternatives, including hydraulic, structural, electrical, controls, maintenance, and construction-sequencing requirements. Evaluate protective superstructure needs and recommend a preferred approach.

Prepare a concise basis-of-design memorandum documenting the recommendation, principal alternatives, preliminary capital and lifecycle costs, permitting needs, and implementation schedule. Following Town concurrence, prepare and support a competitive UV equipment preselection process, including proposal evaluation and a supplier recommendation.

3.3 Final Design and Permitting

Prepare coordinated construction plans, specifications, and bidding documents using the Town's standard documents. Include provisions for maintaining disinfection during construction, equipment and SCADA integration, startup, testing, and acceptance. Obtain required approvals and update the construction cost estimate. Provide an intermediate design review and a final review, with milestones established during scope negotiations.

3.4 Bidding Assistance

Assist the Town with advertisement, bidder questions, addenda, the pre-bid meeting, and bid opening. Evaluate bids, prepare a certified bid tabulation and award recommendation, and assist with construction contract execution.

3.5 Construction Administration and Observation

Administer the construction contract, review submittals and payment requests, respond to technical questions, evaluate changes, and coordinate work affecting plant operations. Provide construction observation and testing coordination at a level established with the Town based on the work's complexity and critical activities. Maintain appropriate construction records.

3.6 Startup and Closeout

Coordinate startup, performance testing, and operator training; verify completion of punch-list work; and prepare record drawings and required certifications. Assist with final acceptance and conduct a warranty inspection before the applicable warranty expires.

4. SOQ Requirements

Respondents shall submit a concise SOQ organized in the order below, with the completed and signed Execution of Statement of Qualifications form from Section 7 included as the final page.

The SOQ shall not exceed 20 pages, including the cover letter, resumes, project descriptions, reference materials, and other substantive content. The signed Section 7 form, one cover page, and divider pages containing no substantive information are excluded from the page limit. Each remaining PDF page counts as one page. All pages shall be 8.5 by 11 inches.

4.1 Cover Letter

Provide a signed introduction identifying the firm's primary contact, including name, title, telephone number, and email address. Acknowledge all RFQ addenda and summarize the firm's qualifications for this project.

4.2 Firm Profile

Provide a brief firm history; headquarters and proposed supporting office locations and contact information; employee counts overall and at supporting offices; ownership and parent company, if applicable; and pending ownership changes. Identify claims or litigation involving the firm within the past five years, or state that none exist. Identify applicable North Carolina firm licensure.

4.3 Project Understanding, Approach, and Schedule

Project Understanding: Describe the existing facility constraints, operational needs, and key project risks, including replacement within existing facilities and maintenance of plant operations (MOPO), including disinfection during construction. Address applicable Town procedures, ordinances, standard specifications, and details.

Project Approach: Describe the proposed methods, sequencing, and coordination for each project phase, including competitive UV equipment preselection, lifecycle cost evaluation, electrical and SCADA integration, permitting, and startup. Explain how the approach will address the identified constraints and risks, control engineering effort, and advance the project efficiently. Identify services to be provided by local/North Carolina offices, other offices, and subconsultants. Identify assumptions and any recommended scope refinements. Include a proposed schedule showing key milestones, dependencies, review periods, and equipment lead-time considerations.

4.4 Qualifications and Relevant Experience

Provide at least three relevant projects performed in the past ten years emphasizing wastewater UV replacement or comparable work at operating treatment facilities. For each project, include:

- Project description, location, and similarities;
- Start and completion dates, or current status and anticipated completion;
- Engineer's construction cost estimate, bid cost, and final construction cost where available, including an explanation of any significant cost differences;
- Services provided;
- Subconsultants;
- Proposed team members who participated and their roles; and
- Owner reference name, title, email, and telephone number.

4.5 Project Team and Availability

Identify the project manager and personnel directly assigned to the project, including subconsultants, and provide an organization chart. Include brief resumes stating office location, education, relevant professional registrations/certifications, years of experience with the firm and elsewhere, and proposed role. Describe availability and capacity to meet the proposed schedule and provide construction administration and observation services.

4.6 Project Management and QA/QC

Describe management and quality review procedures across all phases, including interdisciplinary coordination, technical review, cost and schedule control, construction documentation, and communication with Town engineering and operations staff.

5. Evaluation and Selection

SOQs will be evaluated by a selection committee of Town staff using the following criteria:

Criterion	Weight
Team Qualifications and Experience	40%
Project Approach	30%
Project Understanding	20%
Corporate Background and Experience	10%
Total	**100%**

The committee may interview shortlisted respondents before establishing the final ranking. Evaluation will consider the qualifications and experience of the personnel proposed for this project, their availability, the proposed approach and schedule, and relevant past performance. The Town may contact listed references to assess relevant experience and past performance

The Town will select a Consultant on the basis of demonstrated competence and qualifications in accordance with N.C.G.S. 143-64.31. **Do not include a proposed professional services fee or hourly rate schedule in the SOQ.** Construction cost information for reference projects is required.

The Town will negotiate scope, schedule, and a fair and reasonable fee with the highest-ranked respondent. If an agreement cannot be reached, the Town may terminate those negotiations and begin negotiations with the next highest-ranked respondent. Selection does not authorize work or obligate the Town to enter into a contract. Services may begin only following execution of the required agreement and written authorization by the Town.

6. Submittal Procedure and Conditions

Interested firms are requested to email Chandler Bailey at chandler.bailey@apexnc.org as soon as practicable to indicate their intent to submit. Include the firm name and the primary contact's name and email address. This notice does not substitute for the required SOQ submission.

Respondents shall submit one PDF by email to Chandler Bailey at chandler.bailey@apexnc.org by the deadline in Section 2.1. No hard copy submission is required. Identify the firm and project title in the PDF filename. Respondents are responsible for completing any required portal registration and ensuring receipt before the deadline. Late SOQs will not be considered. Emailing an SOQ to the Town contact does not satisfy the submission requirement.

Respondents bear all costs associated with preparing and submitting an SOQ and participating in interviews. Submitted materials become Town property and are subject to disclosure as required by applicable public-records law.

The Town reserves the right to reject any or all SOQs, cancel the solicitation, waive minor informalities consistent with applicable requirements, request clarifications, or make no selection. Any exceptions to the RFQ shall be clearly identified in the SOQ.

7. Execution of Statement of Qualifications

By submitting this Statement of Qualifications, the respondent certifies the following:

- This Statement of Qualifications is signed by an authorized representative of the respondent.
- The respondent has read and understands the conditions set forth in this RFQ to include any addenda and all attached exhibits and agrees to them except as expressly identified in the SOQ.

Signature: _____

Printed Name: _____

Title: _____

Date: _____