



## **REQUEST FOR QUALIFICATIONS**

Water Distribution & Sanitary Sewer Engineering, Surveying, and Construction Administration and Observation Services

**FOR THE CAPE FEAR PUBLIC UTILITY AUTHORITY**

**WILMINGTON, NORTH CAROLINA**

November 18, 2025

### **GENERAL**

The Cape Fear Public Utility Authority (CFPUA) is seeking an engineering firm experienced with water and sewer infrastructure design and permitting within our service area to provide on-call services related to water distribution and sanitary sewer system projects capitalized against specific infrastructure. The work will be assigned by delivery order and includes professional engineering design and permitting, construction administration and observation, surveying, hydraulic modeling, and review of hydraulic design work performed by others to ensure accuracy and consistency with North Carolina regulations and CFPUA Technical Standards. Potential tasks include, but are not limited to:

- Design and permitting of water distribution, gravity sanitary sewer, and pressurized sanitary systems to include extensions of infrastructure into existing neighborhoods.
- Design or design review of sewer pump stations with manifolded force mains, including low pressure collection systems.
- Water or sewer hydraulic modeling necessary to support design and permit applications.
- Construction administration and construction observation (CA/CO) will be utilized for CFPUA designed projects as well as designs by the selected engineering firm for water and sewer projects. CA/CO services shall consist of field observation, coordination, preliminary submittal review, preliminary pay request review, etc. The construction observer will report directly to the engineer of record.
- Experience with water distribution and gravity sewer projects in an active urban environment is required. Surveying will typically be manhole rim and inverts of all pipes entering and exiting the structure or equivalent shots on other linear infrastructure. Survey shall be conducted to the nearest tenth of a foot unless otherwise stated.
- Rehabilitation or replacement design of water and sewer infrastructure in support of CFPUA Asset Management.

Prompt delivery and demonstrated accuracy on project cost estimates by the project team is relevant to selection. Contract award shall be up to \$300,000 in potential professional service fees and there is no assurance that task orders will accumulate to that amount. Contract duration shall be for up to two years.

## **SUBMISSION OF QUALIFICATIONS STATEMENT**

Consulting engineering firms are invited to submit a Statement of Qualification (SOQ) to the CFPUA to be received no later than 2:00 PM on December 18, 2025. Submittals received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until 2:00 PM on December 9, 2025. 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.

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).

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

One firm will be selected from this request for qualifications.

Firms submitting Qualifications are encouraged to carefully check them for conformance to the requirements stated herein. Qualifications that do not meet ALL the below listed requirements or are sent to any address other than those shown below, will be disqualified. No exception will be granted.

## **EVALUATION**

Firms submitting Qualifications to perform Water Distribution and Sanitary Sewer Engineering, Surveying, and Construction Administration and Observation Services will be evaluated based upon the firm's experience, proposed personnel experience, personnel knowledge and familiarity with projects in the typical scope of work. This scope is defined in the General section of this Request for Qualifications, by demonstration with previous project experience and references.

## **SCHEDULE**

Schedule shall be determined for each Task Order.

## **REQUIREMENTS**

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 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.

### **NOTIFICATION**

The selected firm 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 Ben Guerrieri, Procurement Manager, Cape Fear Public Utility Authority, at [bids@cfpua.org](mailto:bids@cfpua.org) by December 9, 2025, at 2:00 PM.