

**Request for Qualifications
Professional Engineering Consulting Services**

Waste Debris Staging Station

**Cape Fear Public Utility Authority
Wilmington, North Carolina
October 10, 2024**

1. Introduction

Cape Fear Public Utility Authority invites engineering firms to submit a Statement of Qualifications for the design of a Debris Staging Station. This station will allow vector trucks to dump debris and allow it to dry prior to hauling to a landfill.

Southside Wastewater Treatment Plant (WWTP) is undergoing a design for a replacement and capacity expansion to accommodate aged infrastructure and projected growth. The design for the WWTP expansion currently includes a location for the new Waste Debris Station. However, due to site constraints and the location in the southern part of New Hanover County, operational staff have determined another location more centrally located would be recommended.

The proposed new location is at 2215 One Tree Hill Way at CFPUA's Pump Station #10.

2. Scope of Work

The engineering firm selected will be responsible for providing a complete design package, which includes but is not limited to:

- 1. Site Analysis and Feasibility Study:**
 - Assess the proposed site for suitability.
- 2. Conceptual Design:**
 - Develop conceptual plans for the waste debris station.
- 3. Detailed Design:**
 - Complete engineering design including civil, structural, mechanical, electrical, and environmental aspects.
 - Design for all necessary utilities and infrastructure (e.g., water, sewer, power).
 - Ensure compliance with all relevant local, state, and federal regulations.
- 4. Permitting Assistance:**
 - Assist in obtaining all necessary permits.
- 5. Construction Documents:**
 - Prepare detailed construction drawings and specifications.
 - Provide a detailed opinion of probable cost estimate.
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- 6. Bid Assistance:**
 - Assist in the preparation of bid documents for construction contractors.

- Evaluate bids and make recommendations.

3. Proposal Requirements

Interested firms should submit a proposal that includes:

- 1. Company Information:**
 - Company name, address, and contact information.
 - Overview of the firm, including experience and qualifications relevant to this project.
- 2. Team Composition:**
 - Names and qualifications of the key personnel who will be involved in the project.
- 3. Relevant Experience:**
 - Descriptions of similar projects completed by the firm.
- 4. Schedule:**
 - Proposed timeline for completing the project.
 - Key milestones and deliverables.

4. Evaluation Criteria

Proposals will be evaluated based on the information above. CFPUA will follow a qualifications-based selection process. Consultants must demonstrate their level of competence and qualifications.

5. 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, November 7, 2024, at 2:00PM. Submittals received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until 2:00 PM on Tuesday, October 29, 2024. 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 **10-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 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 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.

6. Additional Information

- Site visits can be arranged by appointment; See attached project map.
- Please contact John Kupinski, Project Manager, at John.Kupinski@cfpua.org to schedule site visit.

7. RFQ Schedule

- **RFQ Issued:** October 10, 2024
- **Submission Deadline:** November 7, 2024
- **Selection of Firm:** November 14, 2024

8. Insurance Requirements

The following criteria will be deemed necessary for selection:

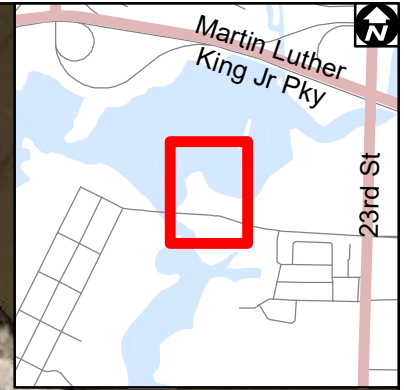
- The firm must meet the following insurance requirements. Workers Compensation may be waived if firm has no employees.
- General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate. Authority must be additional insured and endorsement required.
- Workers Compensation \$500,000/\$500,000/\$500,000. 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

Notification

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

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

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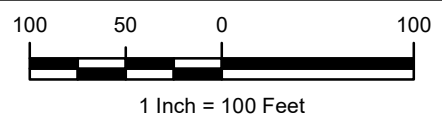
Future Waste Debris Staging Area

PS-010 One Tree Hill Way
24" RGP
24" DIP
16" DIP
36" DIP
24" DIP
24" PVC
30" PVC
6" CI
12" DI
48" DIP
8" VC

One Tree Hill Way

Legend

-  Future Debris Disposal Area
- Water Mains**
-  8" or Less (or Unknown)
-  10" - 12"
-  Sewer Manholes
- Sewer Gravity Mains**
-  8" or Less (or Unknown)
-  10" - 24"
-  30" or Greater
-  Parcels



Debris Disposal Area

ire Site