



**REQUEST FOR QUALIFICATIONS FOR
WASTEWATER HYDRAULIC MODELING PROFESSIONAL SERVICES
FOR THE CAPE FEAR PUBLIC UTILITY AUTHORITY
WILMINGTON, NORTH CAROLINA
July 9, 2025**

GENERAL

The Cape Fear Public Utility Authority (CFPUA) is seeking an engineering firm experienced in sewer hydraulic modeling to provide on-call services. The work will be assigned as tasks by delivery order and include professional engineering services using CFPUA provided Innowyze sewer models of existing sewer systems in support of planning and operational needs.

The contract amount is \$200,000 in potential professional service fees and there is no assurance that task orders will accumulate to that amount. The contract duration shall be for up to two years.

SUBMISSION OF STATEMENT OF QUALIFICATIONS (SOQ)

Firms are invited to submit a Statement of Qualification to CFPUA to be received no later than 2:00 PM on July 31, 2025. Submittals received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until 2:00 PM on July 22, 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.

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 SOQ to confirm receipt. It is the submitting firm's responsibility to confirm that CFPUA has received the SOQ 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.

The SOQ shall be limited to twenty-five (25)-pages or less, excluding cover page, tabs, resumes and appendices.

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

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

Statement of Qualifications shall be delivered in .pdf format on or before the referenced deadline to: bids@cfpua.org.

EVALUATION

Firms submitting qualifications to perform hydraulic modeling and water quality consulting 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.

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 will be providing planning, modeling and design services for the project(s) including:
 - a. A list of master planning, modeling and design projects demonstrating knowledge and understanding of the work 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.
 - General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate. CFPUA must be additional insured
 - Workers Compensation \$500,000/\$500,000/\$500,000
 - Auto Liability Insurance \$1,000,000 per occurrence combined single limits applicable to claims due to bodily injury and/or property damage
 - Professional Liability not less than \$2,000,000 per loss.
- Any firm wishing to be considered must be properly registered with the North Carolina Office of the Secretary of State.

NOTIFICATION

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

- 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 by July 22, 2025, at 2:00PM.