

**Request for Qualifications  
Consulting Services  
Land Surveying—Easements & Rights of Way & Other Sites as Needed  
Cape Fear Public Utility Authority  
Wilmington, North Carolina  
January 8, 2026**

**GENERAL INFORMATION**

Cape Fear Public Utility Authority (CFPUA) requests statements of qualifications from firms with licensed surveyors experienced in land surveying. Two firms will be selected from this request for qualifications.

**DESCRIPTION OF SERVICES**

Scope of work is expected to include:

From time to time, CFPUA needs various easements and rights of way and other CFPUA owned property surveyed and staked. Work could include deed research, setting horizontal and vertical control, field surveying, and field establishing boundaries and topography. Other related services may be needed.

It is estimated that up to 350,000 square feet of easement and/or right of way will be included with this contract.

Additional services for other CFPUA sites might be needed as well, such as establishing boundaries for well sites and water tank sites.

The Term of the agreement shall be for two years upon execution of agreement or utilization of contract amount, whichever occurs first. An extension to the agreement Term may be granted within limits of the Executive Director authority as necessary to complete project work in progress. It is anticipated that up to \$50,000 shall be allocated per contract per year.

**SUBMISSION OF QUALIFICATION STATEMENT/PROPOSAL**

Firms are invited to submit a Qualifications Statement to the CFPUA by no later than **2:00 PM on February 5, 2026**. Qualifications received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until **2:00 PM on January 22, 2026**. Questions submitted after this deadline 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](mailto:bids@cfpua.org).

SOQ's shall be limited to **fifteen (15)-pages or less**, excluding cover page, 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).

## **EVALUATION**

Firms submitting Proposals to perform the Surveying Services will be evaluated based upon the firm's experience, proposed personnel experience, personnel knowledge and familiarity in surveying in the typical scope of work as defined in the General and Description of Services sections of this Request for Qualification, by demonstration with previous project experience and references.

CFPUA projects are generally contained within New Hanover County, North Carolina. Firms submitting Proposals shall demonstrate their experience, knowledge and familiarity in City of Wilmington and North Carolina Department of Transportation (NCDOT) specifications and requirements.

## **REQUIREMENTS**

CFPUA will follow a qualifications-based selection process. Consultants must demonstrate their level of competence and qualification with respect to the listed evaluation factors stated below for the needed services.

Qualification Statement 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. Educational background and professional registrations of key consultant personnel.
4. Qualifications and experience of personnel who would be providing surveying services for the project(s) by providing:
  - a. A list of surveying projects demonstrating experience/understanding of similar work of the same complexity and magnitude
    - i. a summary of the work,
    - ii. the owner of the project, and
    - iii. the name, number and email of a reference for the project.
5. Individual within the firm's organization who will have direct charge of the work,
6. The ability of the firm to work effectively with CFPUA staff.
7. Whether the firm has adequate knowledge of local conditions.

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.
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- Any firm wishing to be considered must be properly registered with the Office of the Secretary of State.

#### **NOTIFICATION**

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

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