



REQUEST FOR QUALIFICATIONS

RFQ #354-UT27-03

**Project Title: (SW1396) SCWRF UV Disinfection Facility Improvement,
Construction Administration**

Issue Date: July 8th, 2026

Due Date: August 19, 2026 at 2:00 PM ET

Issuing Department: Utilities

Direct all inquiries concerning this RFQ to:

Jamie Bissonnette, PE

Senior Project Manager

Email: jamie.bissonnette@carync.gov

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1 INTRODUCTION

1.1 Purpose

The Town of Cary is seeking one of more qualified firm(s) with which to contract for the following services:

- Construction Phase Services
- Post-Construction Phase Services

The project consists of the installation of a new ultraviolet (UV) disinfection dual channel structure and associated electrical, mechanical, structural, and site improvements necessary to support the upgraded system.

A detailed scope of services is provided in **Section 4** of this solicitation.

Information related to this solicitation, including any addenda, will be posted on the North Carolina electronic Vendor Portal (eVP) at: <https://evp.nc.gov/solicitations/>

1.2 Background

The South Cary Water Reclamation Facility (SCWRF), located at 4900 West Lake Road, Apex, is a 12-million-gallon-per-day (MGD) wastewater treatment facility designed to remove Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), nitrogen and phosphorus compounds, turbidity, and other undesirable constituents from plant influent, producing highly treated effluent suitable for safe discharge to the environment.



Figure 1 - SCWRF Overview

The original ultraviolet (UV) disinfection system at SCWRF was installed in July 1989, making it the first system of its kind to operate in the state of North Carolina. The system was upgraded in 1999 to accommodate a peak flow capacity of 32 MGD.

The installation of a new dual-channel UV disinfection system is necessary to replace the existing aging infrastructure (*Figure 2*). The upgraded system will increase treatment capacity to meet current and projected flows while improving overall operational reliability.

The dual-channel configuration provides redundancy, allowing one channel to remain in service while the other is offline for maintenance or repair. This operational flexibility enhances system resiliency, reduces the risk of regulatory non-compliance, and ensures continuous disinfection during peak flow events or equipment outages.



Figure 2- One Channel UV System in use

Overall, these improvements will modernize the facility's UV disinfection process, improve operational flexibility, and support the Town's long-term wastewater treatment and regulatory compliance objectives.

1.3 **RFQ Timeline**

Provided below is a list of the anticipated schedule of events related to this solicitation. The Town of Cary reserves the right to modify and/or adjust this schedule to meet the needs of the project. All times shown are Eastern Time (ET):

RFQ Process	Date and time
RFQ Advertisement Date	<i>Wednesday, July 8, 2026</i>
Deadline for written questions	<i>Wednesday, August 5, 2026</i>
Town Response to Questions (anticipated)	<i>Wednesday, August 12, 2026</i>
Submittal Due Date and Time	<i>Wednesday, August 19, 2026 @ 2PM</i>

1.4 **Questions**

Requests for clarification and questions to this RFQ must be received by the Town not later than the date shown above in Section 1.3, entitled "RFQ Timeline", for the submittal of written inquires. The Town will not entertain any further questions after the due date. All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
Jamie Bissonnette, Senior Project Manager	jamie.bissonnette@carync.gov

Indicate “**RFQ #354-UT27-03 – Questions**” in the subject of the email. Questions submitted via telephone will not be answered.

The Town shall issue addenda reflecting questions and answers to this RFQ, if any, which shall be posted to the [NC eVP website](#). No information, instruction or advice provided orally or informally by any Town personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

It is important that all Respondents submitting to this RFQ periodically check the NC eVP website for any Addenda. It is the Respondent’s responsibility to ensure that all addenda have been reviewed and, if required, signed and returned.

1.5 Submittal Requirements and Contact Information

Electronic responses ONLY will be accepted through the NC eVP website. Interested parties must be logged in to submit proposals electronically. Registration information is available at [NC Electronic Vendor Portal \(eVP\)](#). Proposals must be clearly marked with name of the submitting company, the RFQ number and RFQ title (**Your Company Name 354-UT27-03 SCWRF UV Disinfection Facility Improvement, Construction Administration**).

Proposers must submit one (1) electronic version, submitted as a viewable and printable Adobe Portable Document File (PDF), on or before the submittal due date and time provided in Section 1.3. Submissions that do not comply with the stated submission method will be deemed non-responsive.

Cary reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFQ that cannot be met must be indicated in the proposal. Proposers must respond to the entire Request for Qualifications (RFQ). An incomplete proposal may be eliminated from consideration at the discretion of Cary.

It is the responsibility of the Firm to ensure that their response arrives at the designated location specified in this Section by the due date and time specified in Section 1.3 RFQ Timeline.

1.6 Rights to Submitted Material

All proposals and supporting materials, as well as correspondence relating to this RFQ, shall become the property of the Town. The content of all submittals will be held confidential until the selection of the firm is made. Proposals will be reviewed by the Evaluation Team, as well as other Town staff and members of the general public who submit public record requests. Any proprietary data must be clearly marked. In submitting a Proposal, each Prospective Proposer agrees that the Town may reveal any trade secret materials contained in such response to all Town staff and Town officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the Town to assist in the selection process. Proposals

marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

1.7 Communications

All communications of any nature regarding this RFQ with any Town staff, elected Town officials, evaluation committee members are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.5 prior to the deadline provided in Section 1.3.

Violation of this provision may result in the Firm’s proposal being removed from consideration.

1.8 Lobbying

By responding to this solicitation, the Firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the Town or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFQ.

1.9 Gifts and Favors

Contractors shall become aware of and comply with laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. §14-234, N.C.G.S. §133-1, and N.C.G.S. §133-32

1.10 Proposer Expenses

The Town of Cary will not be responsible for any expenses incurred by any Firm in the development of a response to this Request for Qualifications or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Town of Cary and/or its representatives. Further, the Town of Cary shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

1.11 Proposer Acceptance

Submission of any proposal indicates a Proposer’s acceptance of the conditions contained in this RFQ. The Town of Cary has the sole discretion and reserves the right to cancel this RFQ, and to reject any and all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the Town’s best interests to do so. The Town of Cary reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Firms if it is deemed in the Town of Cary’s best interest. Moreover, the Town of Cary reserves the right to make no selection if proposals are deemed not in the best interest of the Town of Cary.

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2 QUALIFICATIONS PACKAGE

Responses must follow the format outlined below. The Town may reject as non-responsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

2.1 Request for Qualifications Required Document Format

All responses shall be no longer than **10 total .pdf sheets**. The cover letter, Appendix I and Appendix II, are not included in the total.

Section 1: Cover Letter

Provide an introduction letter summarizing the unique qualifications of your Firm to meet the needs of this project. This letter should be presented on the Firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with the Town on behalf of the Firm. Include the name, title, address, telephone and email address of the individual who serves as the point of contact for this solicitation.

Section 2: Corporate Background and Experience

Include background information on the Firm and provide detailed information regarding the Firm's experience with similar projects. Provide a list of all similar contracts performed in the past 10 years, accompanied by at least 3 references, including contact persons, firm, telephone number and email address.

Include the total amount invoiced for each listed project, the length of the project, and list of personnel involved in the project who are also proposed for the subject project named in this solicitation. Failure to provide a list of all similar contracts in the specified period may result in the rejection of the Firm's proposal. The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

Section 3: Financial Information

Not Required.

Section 4: Project Understanding, Approach and Schedule

Provide a comprehensive narrative, outline, and/or graph demonstrating the Firm's understanding and approach to accomplishing the tasks outlined in the Scope of Work section of this RFQ. A description of each task and deliverable and the schedule for accomplishing each shall be included.

Section 5: Team Firm, Experience and Certifications/Qualifications

This section must include the proposed staffing, deployment and firm of personnel to be assigned to this project. The Proposer shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. A project-specific firm chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

2.2 Hourly Rates

This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the selection of the successful contractor. One copy of the hourly rates for all proposed project personnel should be uploaded as a separate file using the same naming format described in Section 1.6.

2.3 Qualifications Package Documents

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

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3 PROPOSAL EVALUATION

3.1 Evaluation Criteria

This is not a bid. There will not be a public opening. Proposals will be evaluated based solely on the following criteria:

Criteria	(a) Weight	(b) Score (0-3)	(a) x (b) Weighted Score
Corporate Background and Experience	20		
Project Understanding	20		
Project Approach	35		
Team Firm, Experience, and Qualifications	25		
Final Score			

Score Points

0- Missing or Does Not Meet Expectation

1- Partially Meets Expectation

2- Meets Expectation

3- Exceeds Expectation

3.2 Final Selection

Proposals will be reviewed after opening and will be ranked in order of choice, at which point contract negotiations will begin with the most qualified firm. If negotiations are unsuccessful, the Town will then pursue negotiations with the next most qualified firm.

The Town shall not be bound or in any way obligated until both parties have executed a contract. The Town also reserves the right to delay the award of a contract or to not award a contract.

The general conditions and specifications of the RFQ, including the Contractor's fee proposal, and/or written correspondence applicable to the RFQ, may become part of the contract documents. Failure of the awarded Contractor to perform as represented may result in contract cancellation.

3.3 Notice to Proposers

It shall be the Proposer's responsibility to read the Instructions, all relevant exhibits and attachments, and any other components made a part of this RFQ, and to comply with all requirements and specifications provided herein. Proposers are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFQ.

4 SCOPE OF SERVICES

The awarded Contractor(s) shall provide services as set forth in this RFQ and more particularly described in this Section 4.

The principal features of the main project include:

- Construction of a new UV disinfection dual channel structure
- Installation of an electrical duct bank from a nearby building to the new structure
- Installation of a new UV disinfection system
- Connection of existing facility piping to the new structure
- Demolition of the existing UV structure

The selected firm(s) will provide comprehensive **Construction Engineering and Inspection (CEI)** services including, but not limited to, construction observation and inspection, coordination of materials testing, schedule monitoring, review of contractor pay applications, project documentation, and coordination between the contractor, design engineer, and Town staff to ensure the project is constructed in accordance with the approved plans, specifications, and contract documents.

The selected firm shall also assist the Town with coordination of plant operations during construction, including review of shutdown plans, tie-ins, and commissioning activities necessary for installation and startup of the new UV disinfection system.

Scope of Work

The Scope of Work includes, but is not necessarily limited to, the following tasks:

1. Construction Services

- Host a pre-construction meeting for the project and facilitate subsequent weekly and monthly project meetings once construction begins.
- Provide construction inspection and oversight of the project on behalf of the Town through final construction completion, including warranty and maintenance acceptance by the Town Utilities Department.
- Perform submittal review and provide recommendations for approval in accordance with the construction contract, plans, and specifications.
- Coordinate with the Town's Project Manager throughout all phases of construction.
- Coordinate with the Town's Plant Staff regarding all shutdowns and construction activities that may directly affect daily plant process operations.
- Supervise and schedule all required testing performed by outside engineering firms contracted by the Town.
- Administer the Construction Contract to ensure the project is constructed in accordance with the plans, specifications, special provisions, and associated technical requirements.
- Maintain a complete set of "red-line" drawings on site during construction that document all revisions and changes to the design drawings.

- Prepare and submit daily inspection reports and monitor all work to determine the progress and quality of construction. Daily reports shall be submitted electronically on the following business day and shall include, at a minimum:
 - Weather conditions
 - Site conditions
 - General description of the contractor's activities
 - Running list of completed pay items
 - Issues or concerns observed
 - Visitors to the site
 - Photographs summarizing construction activities
- Provide all civil / site inspections and material testing including:
 - Foundation excavation inspection and bearing verification
 - Subgrade proof rolling and earthwork observation
 - Concrete placement observation, reinforcing steel inspection, form work inspection, and associated material testing
 - Yard piping installation inspection and coordination
 - Underground Electrical duct bank / conduit installation
 - UV channel equipment installation inspection and coordinate with manufacturers' representatives
 - Process pump installation inspection for reclaimed system
 - Compaction testing and density verification, as required
- Identify, document, and work to resolve omissions, errors, defects, discrepancies, and deficiencies, and direct the Contractor on behalf of the Town to correct such items in accordance with the contract documents.
- Provide corrective action procedures to the Contractor when required, review and approve corrective action measures submitted by the Contractor and verify that all corrective actions have been completed and approved by the Town prior to proceeding to subsequent stages of construction, where applicable.
- Review and recommend approval of any proposed changes to the project design in coordination with the Town.
- Verify construction quantities and review contractor payment applications prior to submission to the Town.
- Ensure proper project closeout, including but not limited to preparation of the final estimate, verification of contract completion, and preparation of record drawings (as-builts).

2. Post Construction Services:

- Prepare Record Drawings showing changes to the approved construction drawings
- Conduct a one-year warranty inspection with the Town, prepare a report of findings, coordinate with the Contractor to address identified deficiencies, and inspect completed warranty repairs.

Deliverables:

- Preconstruction Minutes
- Shop Drawing Approvals

- Daily Construction Reports
- Material Testing Reports
- Weekly Progress Meeting Reports
- Final Walk-Through Report and Punchlist
- Warranty and Spare Parts Checklist
- Startup Report and Engineering Certification
- Record Drawing Certification
- Warranty Walk-Through Report and Punchlist

5 EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the Firm.
- The potential contractor has read and understands the conditions set forth in this RFQ to include any addenda and all attached exhibits and agrees to them with no exceptions.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

APPENDIX I

References

Offeror **must** supply at least (3) three Governmental Agency or Private Company references for which CEI services have been performed during the past (5) five years. Offerors are cautioned to provide accurate reference information. References will be checked during evaluation period.

OFFEROR:

CITY, STATE, ZIP:

Reference #1

Agency or Firm Name: _____

Business Address _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ Fax Number: (____) _____

Email Address: _____

Reference #2

Agency or Firm Name: _____

Business Address _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ Fax Number: (____) _____

Email Address: _____

Reference #3

Agency or Firm Name: _____

Business Address _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ Fax Number: (____) _____

Email Address: _____

Reference #4

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference #5

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

APPENDIX II

Hourly Rate Schedule

Awarded Contractor shall perform the services to be performed as set forth in this RFQ and more particularly described in Section 4 utilizing the following hourly rate schedule below.

Position Title	Hourly Rate

Firm Name: _____

Authorized Signature: _____ Date _____

Signed by: _____
[Type or Print Name]

Title of Signer: _____