



**REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL SURVEYING SERVICES
FOR CAPE FEAR PUBLIC UTILITY AUTHORITY
WILMINGTON, NORTH CAROLINA
May 28, 2025**

GENERAL

Cape Fear Public Utility Authority (CFPUA) is seeking a consulting firm experienced in Professional Surveying Services. The work will be assigned by delivery order and can include easements, property boundaries, utility work (including inverts of pipes within confined spaces) construction staking, as-builts and all levels of SUE services. Survey work will be in North Carolina State Grid, NAD 83, with the vertical datum defined by NAVD 88. Survey data may be requested to be delivered in the following formats:

- AutoCAD dwg file with associated excel file (provided by CFPUA) linking survey data to asset numbers OR GIS shapefile, with all survey data included as attributes,
- PDF map of the project area,
- Certified letter,
- Sealed drawing,
- Other formats as requested (txt, dgn, etc..).

Prompt delivery and demonstrated accuracy is relevant to selection. The contract award shall be \$200,000 in potential professional surveying fees and there is no assurance that task orders will accumulate to that amount. The Term of the agreement shall be for two years upon execution of agreement or utilization of contract amount, whichever occurs first.

SUBMISSION OF QUALIFICATIONS STATEMENT

Firms are invited to submit a Qualifications Statement to the CFPUA by no later than **2:00 PM on June 24, 2025**. Qualifications received after this deadline will not be considered. CFPUA will address questions regarding the RFQ until **2:00 PM on June 17, 2025**. 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.

SOQ's shall be limited to **twenty-five (25)-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).

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

Firms submitting Qualifications are encouraged to carefully check them for conformance to the requirements stated herein. Qualifications that do not meet ALL of 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 Professional Surveying Services will be evaluated based upon the firm's experience, proposed personnel experience, personnel knowledge and familiarity with typical CFPUA scope of work. This scope is defined in the General section of this Request for Qualifications.

Consultants must demonstrate their level of competence and qualification with respect to the listed evaluation factors for the needed services.

Evaluation factors include:

1. Educational background and professional registrations of key consultant personnel.
2. Size and experience of the consultant's professional and technical record of success by the consultant, demonstrated by work previously performed for CFPUA or similar work performed for others.
3. The ability of the consultant to work effectively with CFPUA staff, other agencies, and related parties.
4. Pertinent new ideas that may be presented by the consultant during the course of the selection process.
5. Whether the consultant has adequate knowledge of local conditions.
6. Whether the consultant has an effective quality control program.
7. The consultant's record of keeping costs within project budgets.

A detailed fee schedule will be negotiated with the best qualified firm. If negotiations are not successful, CFPUA will terminate negotiations with that firm and initiate negotiations with the next best qualified firm.

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 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.

Surveying Firm 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.

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.