

REQUEST FOR QUALIFICATIONS
Arc Flash Study – Northside WRF

FOR THE CAPE FEAR PUBLIC UTILITY AUTHORITY
WILMINGTON, NORTH CAROLINA
July 20, 2026

GENERAL

Cape Fear Public Utility Authority (CFPUA) desires to contract with a qualified engineering firm to provide Arc Flash Study associated with CFPUA Northside Water Reclamation Facility.

Northside Water Reclamation Facility, placed into service in 2009, is a critical part of our treatment and operations infrastructure. As the facility continues to age and our electrical systems evolve through upgrades, additions, and ongoing operational demands, it is essential that we maintain a current and accurate understanding of all electrical hazards present on site. An Arc Flash study provides a comprehensive evaluation of the potential incident energy at electrical equipment throughout the facility, ensuring that staff, contractors, and operators are adequately protected when working on or near energized components.

A complete Arc Flash study is vital for several reasons. It establishes proper labeling of electrical panels and equipment, identifies the required level of personal protective equipment (PPE), and highlights areas where system coordination or equipment improvements may reduce risk. The study also supports compliance with NFPA 70E and OSHA requirements, reinforcing our commitment to maintaining a safe workplace. We are seeking a qualified engineering firm with demonstrated experience in water and wastewater treatment facilities to perform a thorough assessment, update our single-line diagrams, and provide clear, actionable recommendations to strengthen electrical safety across the Northside Water Reclamation Facility.

Northside Water Reclamation Facility is located at 2311 N 23rd St, Wilmington NC on property owned by CFPUA. The existing 16 MGD treatment plant has the following, but not limited to, processes:

- Preliminary Treatment Facility
- Primary Clarifiers and Sludge Pumping
- Aeration Basin
- Blower Facility
- Secondary Clarifiers
- Odor Control
- RAS Pumping Station
- Tertiary Deep Bed Filters
- UV Disinfection
- Digestors
- Gas Burning Facility
- Dewatering Campus

- Liquid Sludge Storage Tanks
- Drain Pump Station
- Administration Building
- Maintenance Building
- Emergency Generators

SUBMISSION OF A STATEMENT QUALIFICATION (SOQ)

Consulting firms are invited to submit a Statement of Qualification to the CFPUA to be received no later than **2:00 PM on August 25, 2026**. Submittals received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until 2:00 PM on August 13, 2026. 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.

SOQ's shall be limited to **20-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 statement of qualifications via email. If email reply is not received from bids@cfpua.org, please call 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.

EVALUATION

Firms submitting Statements of Qualifications to perform Arc Flash Study will be evaluated based upon the firm's experience, knowledge and familiarity, specifically related to large water and wastewater treatment plants.

SELECTION

CFPUA will follow a qualifications-based selection process. Firm must demonstrate their level of competence and qualification, and each sub-consultant's level of competence and qualification, with respect to the listed evaluation factors for the needed services.

SOQ's will be evaluated based on the following four (4) considerations and the level of importance for each consideration. The SOQ shall be formatted consistent with the evaluation consideration. Criteria shown under each of the four (4) considerations are to be addressed in the SOQ. Consultant's may provide additional information as necessary.

Item	Evaluation Criteria	Maximum Points
1	Project understanding and approach	20
2	Relevant firm experience	35
3	Overall staff experience	25
4	Record of success by the consultant	20
Total Possible Points		100

1. Project understanding and approach (20%)
 - a. Understanding of Arc Flash study requirements and compliance with NFPA 70E for a large treatment plants.
2. Relevant firm experience (35%)
 - a. Experience with electrical systems within treatment plants.
 - b. Projects of similar scope
3. Overall staff experience proposed for this project (25%)
 - a. Adequate staffing/resources to perform the work
 - b. Personnel staff with proper certifications
 - c. Organization Chart
4. Record of success (20%)
 - a. Record of project success, demonstrated by work previously performed for CFPUA or similar work performed for others

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

Qualifying Statements shall at a minimum include:

1. Firm name, address, telephone number, fax number, email address, and contact person(s).
2. Qualifications and experience of personnel who would be providing material testing services for the project(s),
 - a. Including a list of three (3) projects with similar Arc Flash studies to include
 - i. a summary / scope,
 - ii. the owner of the project

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

CFPUA will select one firm to perform Arc Flash Study based on the criterion stated in this notice and other relevant materials that may be submitted by applicants.

NOTIFICATION

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

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

Any questions concerning this advertisement should be directed to Ben Guerrieri, Procurement Manager, Cape Fear Public Utility Authority, at bids@cfpua.org by August 13, 2026, at 2:00pm. Questions submitted after this time will not be addressed.

END