



**REQUEST FOR QUALIFICATIONS FOR  
REAL PROPERTY ACQUISITION AND APPRAISAL PROFESSIONAL SERVICES  
FOR THE CAPE FEAR PUBLIC UTILITY AUTHORITY  
WILMINGTON, NORTH CAROLINA**

August 7, 2026

**GENERAL**

The Cape Fear Public Utility Authority (CFPUA) is seeking a qualified real property acquisition and appraisal firm experienced in working with North Carolina utilities. The successful firm will assist CFPUA on an on-call basis with obtaining necessary real property acquisitions, Rights of Entry, and real property appraisals for water and sewer utility infrastructure projects. Typical assignments may include, but not be limited to, the following:

- Real Estate appraisal for acquisition of property in fee simple or easement
- Right of Entry document execution with property owners
- Negotiation and document execution with property owners for fee simple or easement acquisitions
- Provide consultation and documentation as required to support potential eminent domain proceedings

The potential firm must possess the ability to work closely with and provide periodic project status reports to CFPUA engineering, legal department, and other project stakeholders. File documentation, timely communication and correspondence is a must. The fiscal year (FY) for CFPUA runs July 1st through the following June 30th of each year. Total expected funding for the Contract is \$150,000.00; however, CFPUA makes no representations that total task orders requested will reach said total. Contract duration shall be for a one-year period from contract execution with the option to renew for up to one additional one-year periods under the same terms and conditions

CFPUA reserves the right to seek real estate acquisition and appraisal services through a separate solicitation for any project, whether identified or not identified within the project documents, at its discretion. The selected firm shall provide work on an as-needed basis upon assignment, by way of a task order, from CFPUA. The selection is not a guarantee that any minimum amount of real estate acquisition and appraisal services in support of water and sewer utility infrastructure projects will be assigned to any specific firm, and CFPUA reserves the right to re-institute the selection process at any time.

**LICENSE AND EXPERIENCE REQUIRED**

Successful firm must have:

- a. North Carolina General Appraisal License

- b. North Carolina Real Estate Brokers License, or equivalent licensure

### **SUBMISSION OF QUALIFICATION STATEMENT**

Real property acquisition and appraisal firms are invited to submit a Statement of Qualification (SOQ) and Proposal to CFPUA to be received no later than **2:00 PM on September 15, 2026**. Submittals received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until 2:00 PM on September 8, 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](mailto:bids@cfpua.org).

SOQ's shall be limited to **30-pages or less**, excluding cover page, table of contents, tabs, resumes and appendices.

Firms shall submit their electronic statement of qualifications for consideration in .pdf format to [bids@cfpua.org](mailto:bids@cfpua.org). The 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 a statement of qualifications via email. If email reply is not received from [bids@cfpua.org](mailto:bids@cfpua.org), please call 910-332-6472 or 910-332-6651 before deadline for submission.

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

One firm will be selected from this request for qualifications.

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

### **EVALUATION**

Firms submitting Qualifications to perform real estate acquisition and appraisal services 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, by demonstration with previous project experience and references.

### **SUBMITTAL REQUIREMENTS**

- a. Firm name, address, telephone number, email address, and contact person(s).
- b. Year in which the firm was established and any former names under which the firm operated.

- c. Provide a minimum of five (5) representative projects summarizing your firm's professional services experience for real estate acquisitions and appraisal services for North Carolina utilities. Include the following information for each project:
- Owner's name
  - Owner's contact person name, address, telephone number, and email address
  - Title and description of the project
  - Description of services provided
  - Dollar value of the engagement
  - Duration of the engagement
  - If eminent domain proceedings occurred detail firm's involvement
- d. State whether the company has been sued or had a claim filed against it in the last five (5) years. If the answer is "yes" please, provide details of each suit or claim and the resolution thereof.
- e. Provide a brief description of the systems and methods employed by the firm to effectively manage acquisition and appraisal projects, including a summary on the management of:
- Managing client expectations
  - Communications with client and property owners
  - Negotiation approaches with property owners
  - Obedience of local, state, and federal regulations and laws regarding real property acquisitions, utility easements, and appraisals
  - Cost effectiveness
  - Managing project schedule
  - Quality control
- f. Provide proof of North Carolina General Appraisal License and North Carolina Real Estate Broker License, or equivalent, and a letter of good standing for each, if available.

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.

### **INSURANCE REQUIREMENTS**

The firm must meet the following insurance requirements:

- General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate. Authority must be a named additional insured and endorsement required.
- Workers Compensation \$500,000/\$500,000/\$500,000. Waiver of Subrogation against the Authority and endorsement required. Workers' Compensation may be waived if firm has no employees.

- 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 a named 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 North Carolina 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.

Any 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) by September 8, 2026 at 2:00 PM.