



**REQUEST FOR QUALIFICATIONS FOR  
ENGINEERING SERVICES FOR DRINKING WATER EXTENSIONS TO UNSERVED  
COMMUNITIES FOR THE CAPE FEAR PUBLIC UTILITY AUTHORITY  
WILMINGTON, NORTH CAROLINA**

February 15, 2024

**BACKGROUND**

As part of the 2023 Appropriations Act, Session Law (S.L. 2023-134), the State Budget allocates \$18,000,000 to CFPUA for drinking water extensions to unserved communities in New Hanover County impacted by PFAS. This funding, which will be administered by NCDEQ Division of Water Infrastructure (DWI), will allow us to advance our ongoing work with New Hanover County to connect residents currently served by private groundwater wells to CFPUA water services.

**GENERAL**

The CFPUA is seeking an engineering firm experienced in planning, design, permitting, bidding, and construction management for the installation of public water main extensions into existing neighborhoods to include the public and private-side water service connections. In addition, the firm should be experienced in managing DWI-administered projects of this nature.

The work will be assigned by delivery order and include, but may not be limited to, professional engineering design, permitting, construction services, coordination and public outreach, preparation of reports and/or documents to meet applicable state and federal funding requirements and schedule milestones, and to ensure accuracy and consistency with all applicable local, state, and federal regulations including CFPUA Technical Standards. Potential tasks include:

- Preparation of Engineering Report/Environmental Information Documents (ER/EID's) and other documents and forms as required by DWI.
- Planning, design, permitting, bidding, easement and right-of-way mapping, etc. for water main and service installations in accordance with applicable technical standards and administrative requirements of the CFPUA, New Hanover County, City of Wilmington, NCDOT, DWI, etc. Experience with water distribution projects in an active urban environment is required.
- Assistance with the development and/or administration of a public outreach and communication plan to help provide pertinent information to impacted customers. This work will include the installation of water service lines on private property. Our planned approach should minimize water service disruption and impacts to amenities/features on private property (i.e. landscaped areas, trees, fences, decorative walls, etc.) to the extent possible.

- Construction administration and construction observation (CA/CO) services shall include, but may not be limited to, conducting project meetings, field observation, coordination, submittal review, pay request review, change order review, etc. The construction observer will report directly to the engineer of record.
- Supplemental exploratory excavation (SUE) to identify/confirm water main diameters, alignments, materials, etc.

Demonstrated capacity to accurately estimate project costs and effectively deliver DWI-administered projects on time and within budget is relevant to the selection.

Please see <http://www.cfpua.org/DocumentCenter/Home/View/370> for CFPUA's MWBE Outreach Plan for project goals.

### **SUBMISSION OF QUALIFICATIONS STATEMENT**

Consulting engineering firms are invited to submit a Statement of Qualification (SOQ) to the CFPUA to be received no later than 2:00 PM on March 21, 2024. Submittals received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until 2:00 PM on March 12, 2024. 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).

SOQs 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](mailto: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](mailto: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).

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 below, will be disqualified. No exception will be granted.

### **EVALUATION**

Firms submitting Qualification Statements to perform the Engineering Services will be evaluated based upon the firm's experience, knowledge and familiarity in engineering services for the

typical scope of work as defined in the General section 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 Qualification Statements to perform engineering services shall demonstrate their experience, knowledge and familiarity in typical work assignments as outlined above.

## **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 providing 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.

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 firm 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 by March 12, 2024, at 2:00 PM.