

**Request for Qualifications
Professional Engineering Consulting Services**

Water Meter / Transmitter Replacement Project

**Cape Fear Public Utility Authority
Wilmington, North Carolina
July 25, 2024**

General Information

Cape Fear Public Utility Authority (CFPUA) requests Statements of Qualifications (SOQ) from consulting engineering firms for the design and contract administration services for a project to retrofit/replace all the existing water meters located in the Town of Wrightsville Beach in order to interface with CFPUA's meter reading platform. This project will receive funding from the 2023 Appropriations Act, Session Law (S.L. 2023-134).

The project will generally consist of identifying retrofit/replacement requirements for all water meters in Wrightsville Beach, developing contract drawings and technical specifications, obtaining necessary permits and encroachments (if necessary), assisting in the bidding process, and providing construction administration and observation-based services.

Submission of a Statement of Qualification (SOQ)

Consulting engineering firms are invited to submit a Statement of Qualification to CFPUA to be received no later than Tuesday, August 27, 2024, at 2:00PM. Submittals received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until Tuesday, August 20, 2024, at 2:00PM. 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 **25-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 a 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.

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

An MBE/WBE (SBE) Compliance Form is attached as Exhibit A to the RFQ that must be submitted with the qualification statement.

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.

Description of Services

The scope of work is expected to include the services described below. No guarantee is expressed or implied by CFPUA that all services will be performed or that the selected consultant will perform all services associated with the project. CFPUA may terminate work or pursue other consultant selections at any phase of the project.

CFPUA is in the process of consolidating the Town of Wrightsville Beach's water and wastewater system into its network. CFPUA has conducted a preliminary study and come to the following conclusions in order to transition the Town's current meters into CFPUA's system:

1. The Town currently operates approximately 2,800 meters, ranging in size from 3/4" to 6", installed for retail customers, as well as to meter the Town's internal water use.
 - a. The Town utilizes Sensus iPerl type meters up to 1-inch and Sensus OmniCT types for 1.5-inch to 6-inch. Both meter types are touch read and are read manually.
2. CFPUA's meter platform utilizes Badger automated meter read (AMR). Wrightsville Beach meters will need to be converted/replaced to have AMR capability.
 - a. All meters 1-inch and smaller will remain in service and will be retrofitted with new endpoint transmitters.
 - b. All meters larger than 1-inch will be replaced.
3. Billing system implications and continuity of meter reading/billing will need to be considered as part of the project.
 - a. A phased approach may be necessary to the conversion/replacement to maintain service and continuity of meter reading/billing.

More water meters may be added if additional are identified.

Overall objectives of this project are outlined below:

1. Gather and evaluate available information provided by CFPUA and perform preliminary field investigations as needed for cost estimation.
2. Prepare detailed design and specifications for bidding.
3. Obtain all necessary permits and encroachment agreements (if necessary).
4. Provide bidding assistance, certified bid tabulation and letter of recommendation to award
5. Construction administration and observation-based services

Schedule

The CFPUA selection team will place strong emphasis on a firm's ability to meet the schedule of deliverables outlined below. The selected consultant will be expected to complete final plans and specification in accordance with the project schedule shown below, or sooner. CFPUA will provide comments on all design submittals generally within 2 weeks from the date received.

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|--|---------------------------------|
| ○ Submit SOQ | 30 days |
| ○ CFPUA Selects Firm(s) | 7 days |
| ○ Complete Scope and Contract | 7 days |
| ○ 60% design documents | 30 days from contract execution |
| ○ 90% design documents | 45 days from contract execution |
| ○ Final contract documents and permits | 60 days from contract execution |

Consultant Selection

CFPUA will follow a qualifications-based selection process. Consultants 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.

1. Project understanding and approach (30%)
 - a. Understanding of project drivers and scope of work to be performed
 - b. Approach to keep the project on schedule
 - c. Description of the design team's quality control program
2. Relevant firm experience (25%)
 - a. Projects of similar size and scope
 - b. References and descriptions of similar projects
3. Overall staff experience proposed for this project (30%)
 - a. Project Manager to lead the design aspect of the project
 - b. Individual team members for each discipline and relevant experience
4. Record of success by the consultant (15%)
 - a. Managing design and construction costs within project budgets and design estimates. Provide 5 previous projects indicating the engineer's opinion of probably cost estimate compared to construction low bid.

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.

When a fair and reasonable fee is established, a contract award recommendation will be made to the CFPUA Board for its consideration.

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.

Notification

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

CFPUA reserves the right to reject any and all Proposals.

CFPUA will address questions regarding the RFQ until Tuesday, August 20, 2024, at 2:00PM. Questions submitted after this time will not be addressed. Any questions concerning this advertisement should be directed to Ben Guerrieri, Procurement Manager, Cape Fear Public Utility Authority, at **bids@cfpua.org** by Tuesday, August 20, 2024, at 2:00PM.

MBE/WBE (DBE) Compliance Form

Contracting with Small and Minority Businesses, Women's Business Enterprises and Labor Surplus Area Firms

Engineer shall take the following affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible as per C.FPUA'S MWBE Outreach Plan.

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources
- (3) Dividing total requirements, when economically feasible into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration, the Minority Business Development Agency of the Department of Commerce, and other agencies such as NC HUB Office.

Engineer has read CFPUA's MWBE Outreach Plan at <http://www.cfpua.org/DocumentCenter/Home/View/370> and where reasonable follow the affirmative steps above to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Engineering Firm Name (Print)

Engineering Firm Representative (Sign & Date)