

**Request for Qualifications  
Professional Engineering Consulting Services**

**Program Manger for Town of Wrightsville Beach Consolidation**

**Cape Fear Public Utility Authority  
Wilmington, North Carolina  
August 13, 2024**

**General Information**

Cape Fear Public Utility Authority (CFPUA) requests Statements of Qualifications (SOQ) from consulting engineering firms for program management services in order to assist with the consolidation of the Town of Wrightsville Beach’s water and wastewater utilities into CFPUA’S network. The consolidation projects will receive funding from the 2023 Appropriations Act, Session Law (S.L. 2023-134).

The position of Program Manager will generally consist of assisting CFPUA in multiple projects that will take place during the consolidation with tasks to include: Assisting the Town of Wrightsville Beach and CFPUA to complete due diligence period activities and regular coordination after the transfer date, coordination with CFPUA and the Town of Wrightsville Beach to develop the capital plan in contract packages, assist with the determination of the project delivery approach, support and make recommendations to CFPUA’s staff, and assisting the projects in the design, bid, build phase. The Program Manager shall have experience with the Design-Build method as some of the projects in this consolidation will utilize that method.

**Submission of a Statement of Qualification (SOQ)**

Consulting engineering firms are invited to submit a Statement of Qualification to the CFPUA to be received no later than **2:00 PM on September 17, 2024**. Submittals received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until 2:00 PM on September 10, 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).

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](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.

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 the CFPUA that all services will be performed or that the selected consultant will perform all services associated with the project. The 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. To have a successful consolidation, a variety of technical and administrative activities are planned during the due diligence period and approximately 16 capital improvement projects are associated with the consolidation. The activities include but are not limited to: public communication, customer account transfers, operational preparation, employee transfers, property transfers, records transfers, development review process changes, and operating permit transfers. The capital improvement projects include SCADA/generator replacement, water meter modification/replacement, condition assessment projects for water and wastewater pipelines, intercoastal waterway wastewater and water crossings, waterline replacement, Pump Station Upgrades, and a town wide wastewater rehabilitation project.

The scope of services for the program manager position include but are not limited to:

1. Assist the Town of Wrightsville Beach and CFPUA to complete due diligence period activities and regular coordination after the transfer date.
2. Coordination with CFPUA and the town of Wrightsville Beach to develop capital plan into contract packages and assisting with the determination of the project delivery approach for each.
3. Support CFPUA'S procurement of engineering consultants and contractors.
4. Consultant and contractor management.
5. Construction inspection and management, which includes daily presence in the Town of Wrightsville Beach during active construction work.
6. Managing grant requirements and reimbursement processes with NCDEQ.
7. Attendance of pre-bid meetings.
8. Help to prepare scope descriptions for projects.
9. Provide advisory reviews of SOQ and proposal submittals.
10. The program manager shall have a strong design build, project cost, and schedule background to be able to evaluate the design-builders proposal, provide

independent cost estimating, and validate the overall proposal meets the owners project criteria.

11. The Program Manager shall be familiar with state and federal loan programs.
12. Additional services may be added at the request of CFPUA.

Overall objectives of this project are outlined below:

1. Gather and evaluate available information provided by CFPUA.
2. Assist Town of Wrightsville Beach and CFPUA completing Utility Consolidation due diligence period activities, and regular coordination after Transfer Date
3. Assist with various aspects of developing, bidding, and construction phases of several projects.
4. Provide recommendations and propose solutions to problems encountered.
5. Communication with CFPUA and the Town of Wrightsville Beach.
6. Successful consolidation of the Town of Wrightsville Beach's infrastructure and utilities into the CFPUA network.

### **Schedule**

The CFPUA selection team will place strong emphasis on a firm's ability to meet the schedule of deliverables outlined below.

- |                               |         |
|-------------------------------|---------|
| ○ Submit SOQ                  | 30 days |
| ○ CFPUA Selects Firm(s)       | 15 days |
| ○ Complete Scope and Contract | TBD     |

### **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 three (3) 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 three (3) considerations are to be addressed in the SOQ. Consultant's may provide additional information, as necessary.

1. General Information and Project understanding (45%)
  - a. Firm name, address, contact person(s), telephone number, and email address.
  - b. Understanding of position scope and drivers
  - c. Approach for the work and to keep the project on schedule
2. Overall staff experience proposed for this project (45%)
  - a. Adequate staffing/resources to perform the work
  - b. Qualification and experience of the personnel who will be performing the owner's advisor services.
  - c. Organization Chart

3. Relevant firm experience with design-build (10%)
  - a. Projects of similar size and scope
  - b. Record of project success as a program manager
    - i. Development of Owner's Project Criteria and RFQ
  - c. Vast knowledge of water and wastewater utilities projects
  - d. Firms proven history and understanding of the design-build process.

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.

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

CFPUA will address questions regarding the RFQ until 2:00PM on September 10, 2024. 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@cfpu.org](mailto:bids@cfpu.org) by September 10, 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.

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Engineering Firm Name (Print)

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Engineering Firm Representative (Sign & Date)