

**Request for Qualifications
Professional Engineering Consulting Services**

Metering of Gravity Sewer

**Cape Fear Public Utility Authority
Wilmington, North Carolina
June 23, 2026**

General Information

Cape Fear Public Utility Authority (CFPUA) requests Statements of Qualifications (SOQ) from consulting engineering firms for the design and permitting of metering instrumentation installed in existing gravity sewer located in the CFPUA system.

The project will generally consist of surveying, preparing detailed design plans and technical specifications, permitting, and bidding assistance. The outcome of this project will be final contract documents that are suitable for bidding and construction. Construction based services by the Engineer not included at this time.

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 July 21, 2026**. Submittals received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until 2:00 PM on July 9, 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 **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 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.

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.

Background

CFPUA is pursuing professional engineering consultant services to assist in the design and bidding for the installation of monitoring devices for metering gravity sewers to provide billing services. CFPUA has identified the UNCW campus for this project. The area has 3 separate gravity mains leaving the campus that require metering.

Description of Services

The scope of work is expected to include the services described below.

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 a Basis of Design Report
3. Prepare detailed design and specifications for bidding
4. Obtain all necessary permits and encroachment agreements
5. Prepare sewer bypass plans for each location
6. Provide bidding assistance, certified bid tabulation and letter of recommendation to award
7. Construction administration and observation-based services to be determined at a later date.

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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| ○ CFPUA Selects Firm(s) | August 6, 2026 |
| ○ Complete Scope and Contract | September 3, 2026 |
| ○ Basis of Design | October 29, 2026 |
| ○ 60% design documents | December 10, 2026 |
| ○ 90% design documents | December 29, 2026 |
| ○ Final contract documents and permits | January 15, 2026 |

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 (25%)
 - 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 (25%)
 - 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 (25%)
 - 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.

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

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