

**Request for Qualifications  
Professional Engineering Consulting Services  
Design for the Rehabilitation and Replacement of the Crosstown Feeder  
Under Burnt Mill Creek**

**Cape Fear Public Utility Authority  
Wilmington, North Carolina  
September 3, 2019**

**General Information**

Cape Fear Public Utility Authority (CFPUA) requests statements of qualifications (SOQ) from consulting engineering firms for design for rehabilitation of an existing water line and construction of a duplicate redundant line in an environmentally sensitive area.

The project will generally consist of preparing a technical memorandum and providing construction plans and specifications for the rehabilitation or replacement of a section of the Crosstown Feeder under Burnt Mill Creek. The technical memorandum will evaluate the current condition of the pipe and develop alternatives for rehabilitating or replacing this section. In addition, the consultant will provide an estimate of probable cost and assist through the construction bidding process.

Construction management services by the Engineer will be negotiated later, when construction funding has been committed.

**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 **3:00 PM on October 2, 2019**. Submittals received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until **3:00 PM on September 24, 2019**. Questions submitted after this deadline will not be addressed. Questions concerning this advertisement should be directed to Julia Faircloth, Procurement Manager, Cape Fear Public Utility Authority, at [bids@cfpua.org](mailto:bids@cfpua.org).

SOQ's shall be limited to **fifteen (15)-pages or less**, excluding cover page, tabs, resumes and appendices.

Firms shall submit **five (5)** written copies and **one (1)** electronic file **on a USB memory stick** of their statement of qualifications for consideration. Submitted information shall comply with N.C.G.S. 143-64.31 through 64.34 (aka Mini Brooks Act).

Statement of Qualifications shall be delivered on or before the referenced deadline to:

Cape Fear Public Utility Authority  
Attention: Julia Faircloth, Procurement Manager  
Finance Department  
235 Government Center Drive  
Wilmington, NC 28403

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

One firm will be selected from the statement of qualifications submitted in response to this advertisement.

### **Background**

The Crosstown Feeder is a thirty-six (36") ductile iron water transmission main. The section under Burnt Mill Creek was placed into service in 1964 and its current condition is unknown. It has been exposed and recovered several times due to bank erosion. The routing of the pipe is impacted by its location within a highly sensitive environment.

### **Description of Services**

The scope of work is expected to include the services necessary to accomplish the objectives 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.

Overall objectives of this project are:

1. Identify current condition of the pipe and select a preferred alternative to rehabilitate or replace.
2. Design and specifications for the rehabilitation or replacement of the 36" pipe.
3. Determination of an opinion of probable construction costs.
4. Assistance in construction bidding.

Additional services for construction management support may be negotiated once construction funding is approved.

### **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.

- |  |                   |
|--|-------------------|
| ○ Advertise RFQ                        | September 3, 2019 |
| ○ Consultants submit SOQ               | October 2, 2019   |
| ○ Complete SOQ review and award        | October 8, 2019   |
| ○ Complete Scope and Contract          | October 15, 2019  |
| ○ Notice to proceed                    | October 22, 2019  |
| ○ 90% design submittal                 | December 20, 2019 |
| ○ Final contract documents and permits | January 10, 2020  |

## **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. Project understanding and approach (50%)
  - a. Understanding of the project.
2. Relevant firm experience with large diameter water transmission main design (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. Staff Workflow Chart
  - b. Quality review and quality control team
  - c. Individual team members for each discipline and relevant experience
  - d. Location of each team member to facilitate efficient project execution

A 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.

## **Engineering Firm 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.