



**REQUEST FOR QUALIFICATIONS FOR
ON-CALL ENGINEERING SERVICES, RELATED DESIGN, PERMITTING AND
CONSTRUCTION SERVICES OF MUNICIPAL WELLS AND RELATED
APPURTENANCES
FOR THE CAPE FEAR PUBLIC UTILITY AUTHORITY
WILMINGTON, NORTH CAROLINA**

GENERAL

Cape Fear Public Utility Authority (CFPUA) has numerous existing groundwater wells that are maintained under the Asset Management Program. As these facilities are maintained and rehabilitated, specific engineering and hydrogeology tasks are required. Examples include design and (if required) permitting modifications to the pump, motor, or wellhead appurtenances, connecting water mains, well houses, chlorine or orthophosphate systems. Hydrogeological services may include pump tests, down-hole camera inspection or other related services required by task. This is a professional services contract with a selection compliant with the Mini-Brooks Act. Experience with public water well head rehabilitation and water main design/ installation projects in an active urban environment and experience with complex schedules and coordination with multiple contractors is required. Tasks performed will include:

- Design of public water well head rehabilitation includes well construction and evaluation, chemical feed equipment, electrical supply, auxiliary power supply, data acquisition, pump controls based on system pressure, hydrogeological evaluations, topographic surveys, preparation of all necessary permits and opinion of probable cost.
- Design of public water main includes preparation of all necessary permits, topographic surveys, necessary plans, details and specifications.
- Construction administration and construction observation (CA/CO) will be utilized for designs by engineering firm for public water supply mains and public well head rehabilitation projects. CA/CO services shall consist of field observation, coordination, preliminary submittal review, and preliminary pay request review. The construction observer will report directly to the engineer of record. Experience with public water main installation and public well head rehabilitation projects in an active urban environment is required. Surveying will typically be property boundary's and mapping of existing pipes and appurtenances located on, entering and exiting CFPUA properties. Survey shall be conducted to the nearest tenth of a foot unless otherwise stated.
- Request for quotes of engineering services shall be submitted to CFPUA within 10 business days of request. Quotes will include a timeline for completion of design work.

The contract award shall be \$200,000 in potential fees and there is no assurance that task orders will accumulate to that amount. Contract duration shall be up to two years.

SUBMISSION OF QUALIFICATIONS STATEMENT

Firms are invited to submit a Qualifications Statement to the CFPUA by no later than **3:00 PM on February 27, 2020**. Qualifications received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until **3:00 PM on February 19, 2020**. 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.

SOQ's shall be limited to **twenty-five (25)-pages or less**, excluding cover page, tabs, resumes and appendices.

Firms submitting Qualifications are encouraged to carefully check them for conformance to the requirements stated herein. Qualifications that do not meet ALL of the below listed requirements or are sent to any address other than those shown below, will be disqualified. No exception will be granted.

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, Finance Department
235 Government Center Drive, Suite 201
Wilmington, NC 28403

EVALUATION

Firms submitting Qualifications will be evaluated based upon the firm's experience, proposed personnel experience, personnel knowledge and familiarity with typical CFPUA scope of work. This scope is defined in the General section of this Request for Qualifications.

Consultants must demonstrate their level of competence and qualification with respect to the listed evaluation factors for the needed services.

Evaluation factors include:

1. Educational background and professional registrations of key consultant personnel.
2. Size and experience of the consultant's professional and technical record of success by the consultant, demonstrated by work previously performed for CFPUA or similar work performed for others.
3. The ability of the consultant to work effectively with CFPUA staff, other agencies, and related parties.
4. Pertinent new ideas that may be presented by the consultant during the course of the selection process.
5. Whether the consultant has adequate knowledge of local conditions.
6. Whether the consultant has an effective quality control program.
7. The consultant's record of keeping costs within project budgets

A detailed fee schedule will be negotiated with the best qualified firm. If negotiations are not successful, CFPUA will terminate negotiations with that firm and initiate negotiations with the next best qualified firm.

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.

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 submissions.