Request for Qualifications
Professional Engineering Consulting Services

Large Meter Vault Replacement

Cape Fear Public Utility Authority
Wilmington, North Carolina
July 13, 2020

General Information
Cape Fear Public Utility Authority (CFPUA) requests Statements of Qualifications (SOQ) from consulting engineering firms for the design and permitting services of large meter vault replacement for ageing water meter vaults throughout CFPUA’s system.

The project will generally consist of reviewing CFPUA’s replacement priority list, developing contract drawings and technical specifications, obtaining necessary permits and encroachments, 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 the CFPUA to be received no later than 3:00 PM on August 4, 2020. Submittals received after this deadline will not be considered.

CFPUA will address questions regarding the RFQ until 3:00 PM on July 28, 2020. Questions submitted after this time 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 20-pages or less, excluding cover page, tabs, resumes and appendices.

Firms shall submit their statement of qualifications for consideration in .pdf format to bids@cfpua.org. 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 910-332-6589 before deadline for submission.

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 in .pdf format on or before the referenced deadline to:

bids@cfpua.org
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 Meter Services has conducted preliminary evaluations and established a priority list for the water meter vault replacements. The vaults and meters will be replaced in the following locations:

1. 1518 Village Drive- 6” Meter
2. 800 Walden Drive- 8” Meter
3. 20 N 4th St- 6” Meter
4. 5301 Wrightsville Avenue- 6” Meter
5. 1307-B Market Street-3” Meter

More meter vaults may be added once identified and prioritized.

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
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.

- Submit SOQ August 4, 2020
- CFPUA Selects Firm(s) August 18, 2020
- Complete Scope and Contract September 7, 2020
- 60% design documents October 17, 2020
- 90% design documents November 16, 2020
- Final contract documents and permits November 30, 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 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 success factors
   b. Approach for the work and 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. Principal in charge of the project
   b. Individual team members for each discipline and relevant experience
   c. Location of each team member to facilitate efficient project execution

4. Record of success by the consultant (15%)
   a. Managing design and construction costs within project budgets and design estimates
   b. Record of project success, demonstrated by work previously performed for CFPUA or similar work performed for others

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 3:00PM on July 28, 2020. Questions submitted after this time will not addressed. Any 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) by July 28, 2020 at 3:00pm.