

Water and Sewer Authority of Cabarrus County
Design Services for the ICV Kings Grant Interceptor Upsizing
Request for Qualifications
RFQ Announced: August 4, 2026
SOQ Due: September 2, 2026 at 2pm

1. ORGANIZATION OVERVIEW

The **Water and Sewer Authority of Cabarrus County (WSACC)** is an independent, incorporated, public body funded by user fees with no taxing authority supporting five jurisdictions in North Carolina: Cabarrus County, the Cities of Concord and Kannapolis, and the Towns of Harrisburg and Mount Pleasant.

WSACC is the primary planning agent for water and sewer facilities, provides wholesale wastewater transportation and treatment for its organizing jurisdictions, and provides reservoir management for some, or all, of its jurisdictions.

WSACC owns and operates 127 miles of wastewater collection system gravity lines, six pump stations and 21 miles of force main, and two wastewater treatment plants: the Rocky River Regional Wastewater Treatment Plant (RRRWWTP) and the Muddy Creek Wastewater Treatment Plant (MCWWTP). The RRRWWTP is currently permitted for a monthly average flow up to 30.0 million gallons per day (mgd), with expansion in progress to take the RRRWWTP to a permitted monthly average flow up to 34 MGD. The MCWWTP is currently permitted for a monthly average flow up to 300,000 gallons per day (gpd). WSACC provides bulk collection of wastewater from the City of Concord, City of Kannapolis, Town of Harrisburg, Town of Mount Pleasant, and Town of Midland, as well as portions of Charlotte Water's service area in Mecklenburg County.

2. REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS

2.1. Public Notice:

The Water and Sewer Authority of Cabarrus County (hereinafter called "WSACC", or "Owner") invites engineering consulting firms (hereinafter called "Consultant") having sufficient experience and expertise to provide timely, professional services to WSACC for large-diameter sewer interceptors as related to the design development for the ICV Kings Grant Interceptor Upsizing Project.

Information related to this solicitation, including any addenda, will be posted electronically on WSACC's webpage: <https://www.wsacc.org/vendor-info/>

2.2. Services Overview:

The existing ICV Kings Grant Interceptor consists of approximately 1,400LF feet of 15-inch and 18-inch diameter gravity sewer with that serves an area within the Rocky River Basin, as seen in Figure 1. During the Rocky River Interceptor

Rehabilitation pipe condition assessment, this line was determined to need upsizing through the analysis of CCTV footage.

This Request for Qualifications (RFQ), and the anticipated associated project, is for the design services related to the upsizing of the ICV Kings Grant Interceptor. An upgrade to the current downstream 15-inch line to an 18-inch line is needed in this area to eliminate the line's capacity bottleneck associated with going from an upstream 18-inch line to a downstream 15-inch line. This upsizing will take place adjacent to the Pavillion at Kings Grant shopping center and Rocky River.

WSACC currently anticipates that the scope will generally include the following elements, subject to further discussion and recommendations from the Consultant:

- Review of the current collection system records and field conditions;
- Hydraulic modeling to confirm sizing and proposed alignment;
- Field services such as surveying, geotechnical, environmental, and historical identification which may impact construction;
- Identification and procurement of all necessary easements / agreements;
- Identification, application, and issuance of all necessary permits;
- Identification of risks;
- Construction cost estimate;
- Value engineering as needed;
- Development of Construction Documents for bidding, including, but not limited to plans and specifications; and
- Bid-phase services including construction administration and on-site inspection

WSACC may also elect to include other related services in the scope of work. A decision on any additional related components will be made after selection, and WSACC will work with the selected firm on the additional scope item(s) at that time.

Expectations of Service:

- Effective, consistent, and thorough communications with employees throughout the WSACC organization, the WSACC Board, State regulators, and others as needed;
- Well-developed scope and schedule;
- Project completion on-schedule;
- Establishing a cost-effective engineering design; and
- Well-documented project milestones and well-documented project changes (as needed).

Budget:

The WSACC Board adopted the "Capital Improvement Plan FY 26-27 and Five Years Planning" ("CIP") at their May 21, 2026 regular meeting, which included

\$2.7M in System Development Fees as a line item for this project. Funding of this project is subject to WSACC Board consideration and approval.



Figure 1- ICV Kings Grant Interceptor Upsizing Project

2.3.RFQ Schedule and Submission Requirements

Advertisement of RFQ:	August 4, 2026 (Tuesday)
Requests for Information (RFI's) Due:	August 24, 2026 (Monday)
Final Addenda Issued:	August 26, 2026 (Wednesday)
DUE DATE & TIME FOR SUBMITTALS:	September 2, 2026 (Wednesday) at 2pm EST
Selection Announcement:	Mid-September
WSACC Board Meeting:	Oct or Nov 2026

Site visits may be scheduled through Mark Lomax, (704) 202-6014 with ample notice.

Submission Package: Hardcopies, one (1) signed original SOQ and six (6) copies, all bound, in addition to one electronic copy in searchable PDF format (provided on flash drive), are to be submitted per the instructions outlined within the RFQ. Please review them carefully.

SOQs shall be submitted in sealed, clearly marked envelopes. The SOQ shall be submitted to the Water and Sewer Authority of Cabarrus County located at 232 Davidson Highway, Concord, N.C., 28027, before **2:00 p.m. September 2, 2026**. Submittal envelope should be marked:

*Statement of Qualifications – ‘Design Services for the ICV Kings Grant
Interceptor Upsizing Project’*

Attention: Mary Herington

Firms may change or withdraw their SOQs at any time prior to the due date by providing clear and concise written notice via email to Mary Herington. Withdrawal of a SOQ will not preclude a Consultant from submitting a new SOQ, provided that the new SOQ is properly submitted and received prior to the SOQ due date identified above.

2.4. Evaluation Criteria and Process

Pursuant to North Carolina General Statute 143-64.31, WSACC is conducting a “qualifications-based” selection process without regard to fee.

Firms will not be considered unless the following minimum qualifications are met:

- Firm must be properly registered with the Office of the Secretary of State of North Carolina (as applicable);
- Firm must be licensed by the North Carolina Board of Examiners for Engineers & Surveyors; and

WSACC will conduct a fair and impartial evaluation of all SOQs that are received in accordance with the provisions of this RFQ. WSACC will appoint a selection committee to perform the evaluation. WSACC reserves the right to obtain clarification of any point in a firm’s / team’s qualification package or to obtain additional information. All firms / teams who submit qualification packages will be notified of the selection committee’s choice. Final approval of any selected firm / team is subject to the action of the WSACC Board.

2.5. SOQ Format

The SOQ package should consist of a cover letter, responses to the specific inquiries listed in Section 2.6 below, and a set of completed forms, as required. Interested firms must submit these per the requirements in this RFQ.

SOQ's are limited to a maximum of twenty (20) numbered pages. Font shall be no smaller than size 11 for narrative sections, but may be reduced in captions, footnotes, etc. Required forms, resumes, cover, subtabs and dividers do not count toward the page limit. Sections shall be labeled for easy reference.

Non-conforming submissions may be removed from consideration at the sole discretion of WSACC.

2.6. SOQ Content:

Tab 1: Cover Letter – General Information

- a. Describe your interest in this solicitation and the unique features of the firm and the key team members that makes the firm uniquely suited to undertake this scope of services.
- b. State any conflicts of interest your firm or any key team member may have with these services.
- c. Identify and describe any pending claims, disputes, and/or litigation and any that occurred within the past five (5) years involving your firm or any of your proposed subconsultants. With respect to resolved matters, describe the outcome.
- d. Provide a description of the firm that will enter into the contract(s) with the City, including origin, background, current size, financial capacity, available resources, general organization, and firm headquarters. Identify the name and title of the person authorized to enter into the contract(s) with the City.
- e. Acknowledge receipt and compliance with any addenda issued.

Tab 2: Qualifications and Relevant Experience Key Team Members

- a. Provide an organizational chart, including all key team members and subconsultants that will be engaged within the lifespan of the project. Identify the Project Manager who will be empowered to make decisions for and act on behalf of the firm.
- b. Describe how the team structure may adapt over time as the work progresses.
- c. Describe any previous collaboration(s) between key team members, the responsibilities of each team member during these collaborations, and the project(s) outcome. Cite any significant achievements reached because of this collaboration. Discuss the successes of the team collaboration, and any problems encountered, and methods used to mitigate issues.

- d. Submit maximum 1-page resume for each key team member. Include:
- Home office location
 - Relevant project experience, their role on the project(s), and a specific responsibility they had or impact they made. Project overview, budget, and schedule if not included in next section.
 - Certifications, licences, or relevant training
 - Years of experience in industry and at current firm
 - Anticipated allocation of time on project (percentage assuming a 40hr workweek), and any variances due to project phase (ie: design vs. construction)

Tab 3: Recent Project Experience of the Firm and Selected Team

Provide a minimum of three (3) a maximum of five (5) most recent and relevant projects, which may include WSACC projects, either currently in progress or complete ***within the past 5 years*** as follows:

- List only projects involving the key team members or subcontractors proposed for this project.
- List projects in date order with newest projects listed first and include the following:
 - Brief project description;
 - Owner's representative having knowledge of the firm's work, include contact name, organization, phone and email;
 - Original vs Final Project Schedule - minimally broken out into design, bidding, and construction phases - and any explanation needed for changes;
 - Engineer Estimate vs Bid Cost vs Final Cost – and any explanation for variances
 - Team members and/or subconsultants involved and their role on the project
 - Methodology, approach, or valuable lesson learned that would benefit the delivery of this project.

Tab 4: Scope of Services Understanding, Methodology and Approach

Based Section 1 and 2.2, above, describe how the firm and its team would approach delivery of the services request in the RFQ and provide value to WSACC by being the most qualified to perform the work.

- Provide specifics of your approach, insight, and lessons-learned that relate to the challenges and opportunities of this scope of services.
- Describe your commitment to quality: approach to meeting schedules, defining scopes, staying within budget, setting realistic

deadlines, communicating for understanding, how to set your team up for success.

- Describe any support needed from WSACC staff to execute the Services.

3. REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS

3.1. Communications

All communication of any nature with respect to this RFQ shall be addressed to Mary Herington at MHerington@wsacc.org. SOQ's to be solely based on the information of this solicitation. All responses to this RFQ must be submitted in writing. Any oral discussions, clarifications, or answers provided during the site visit or inquiry phase are non-binding and subject to change by WSACC in the final agreement.

3.2. Addenda

In order to clarify or modify any part of this RFQ, addenda may be issued and posted online per 2.1, above. Any requests for information or clarifications must be submitted in writing to Mary Herington by the deadline in Section 2.3. All addenda must be acknowledged as received in the cover letter per Section 2.6.

3.3. Public Records

Upon receipt by WSACC, each SOQ becomes the property of WSACC and is considered public record except for material that qualifies as "Trade Secret" information under North Carolina G.S. 66-152 et seq.

To properly designate material as a trade secret under these circumstances, each firm must specifically and clearly identify any pages by labeling them as "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this SOQ."

3.4. Cost of SOQ Preparation

WSACC accepts no liability for the costs and expenses incurred by Consultants responding to this RFQ, in preparing responses for clarification, in attending interviews, participating in contract development sessions, or in attending meetings and presentations required for the contract approval process. Each Consultant that enters into the procurement process shall prepare the required materials and SOQ at its own expense and with the express understanding that the Consultant cannot make any claims whatsoever for reimbursement from WSACC for the costs and expenses associated with the procurement process. The RFQ does not commit WSACC to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract.

3.5. Negotiations and Modification of Contract Documents

WSACC reserves the right to conduct negotiations with the Consultant regarding any remaining issues provided that the general work scope remains the same and that the

field of competition does not change as a result of material changes to the requirements stated in the RFQ. If, in WSACC's sole discretion, it determines that the highest qualified Consultant is not responsive to the negotiation process, or that the parties will be unable to reach a mutually-acceptable Contract, WSACC may terminate negotiations with the Consultant. WSACC will then continue the process of negotiation with the next highest qualified Consultant until WSACC either successfully negotiates with a Consultant or cancels the procurement.

3.6. Conditions and Reservations

WSACC reserves the right to request substitutions of subconsultants. WSACC reserves the right to contact any Consultant if such is deemed desirable by WSACC to obtain any additional information including but not limited to experience, qualifications, abilities, and financial standing. WSACC reserves the right to conduct investigations with respect to the qualifications and experience of any Consultant. WSACC reserves the right to contact any firm/team to negotiate if such is deemed desirable by WSACC. WSACC reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of WSACC. WSACC reserves the right to waive technicalities and informalities.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of WSACC unless WSACC and a firm jointly execute a contract.

3.7. Insurance Requirements

The consultant selected under this RFQ will be required, during the life of the contract with WSACC, to purchase and maintain the following insurance with a company acceptable to WSACC and authorized to do business with the State of North Carolina:

- **Automobile Liability Insurance:** Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$2,000,000 bodily injury each person, each accident and \$2,000,000 property damage, or \$2,000,000 combined single limit each occurrence/aggregate.
- **Comprehensive General Liability:** Bodily injury and property damage liability as shall protect the consultant and any subconsultant performing work under the agreement from claims of bodily injury or property damage which arise from operation of this agreement whether such operations are performed by the consultant, any subconsultant, or any person directly or indirectly employed by either. The amounts of such insurance shall not be less than \$2,000,000/\$4,000,000 bodily injury each occurrence/aggregate and \$2,000,000/\$4,000,000 property damage each occurrence/aggregate or \$2,000,000/\$4,000,000 bodily injury and property damage combined single

limits each occurrence/aggregate. This insurance shall include coverage for products/completed operation, personal injury liability and contractual liability assumed under the indemnity provision of the agreement.

- **Worker's Compensation and Occupation Disease Insurance:** In conformance with State law, in an amount of \$2,000,000 each accident and disease for each employee, and \$2,000,000 disease policy limit providing coverage for employees and owners.
- **Professional Liability Insurance:** In an amount of not less than \$2,000,000 each claim and \$4,000,000 aggregate.

WSACC shall be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Developer and/or subconsultant providing such insurance.

Engineer shall furnish annually to Owner certificates of insurance in a form satisfactory to Owner which shall include: (i) a clause naming Owner as an additional insured on the general liability and automobile liability insurance; (ii) a provision that such insurance policy shall not be canceled or materially or adversely changed without at least thirty (30) days' written notice to Owner; and (iii) policy limits in accordance with the requirements stated above. Any failure of Engineer to secure or maintain such insurance shall constitute a default under this Agreement, and shall entitle Owner (without obligation) to procure such insurance and pay the cost thereof, with such costs being paid by Engineer to Owner within ten (10) days after demand by Owner, and failure of Engineer to repay such costs shall result in interest charges of six percent (6%) per annum until such costs are repaid in full. Except as prohibited by law, Engineer shall require its insurer (other than its professional liability carrier) to waive all rights of subrogation against Owner's insurers and Owner.