

STATE OF NORTH CAROLINA
TASK ORDER PURSUANT TO RFP #DOC1677946894
N.C. DEPARTMENT OF COMMERCE – DIVISION OF COMMUNITY REVITALIZATION

TITLE:	Expert Administrative Services/Staff Augmentation; Agency Term Contract RFP #DOC1677946894
TASK ORDER CATEGORY:	TASK 17: Environmental Review
TASK ORDER NUMBER:	TO-01
TASK ORDER ISSUE DATE:	January 28, 2026
RESPONSE DUE DATE/TIME:	February 5, 2026 by 10:00 AM EST
AGENCY CONTACT:	Angie Dunaway Division of Community Revitalization Procurement Director angela.dunaway@commerce.nc.gov (919) 526-8340

NOTICE TO VENDORS

Offers must be emailed to angela.dunaway@commerce.nc.gov by **10:00 AM EST on February 5, 2026**.

EXECUTION

The undersigned Vendor offers and agrees to furnish and deliver any and all goods and/or services at the prices and within the time specified herein.


By executing this Task Order, the undersigned Vendor certifies that its proposal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this Task Order, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-contractors for any contract awarded as a result of this Task Order, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any state employee associated with the preparing plans, specifications, estimates for public contract; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. The undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees or agents of Vendor's organization.

This Task Order is pursuant to the agency term contract referenced above and complies with the State's own procurement laws, rules, and procedures per 2 CFR § 200.317.

Failure to execute/sign offer prior to submittal may render the Task Order invalid.

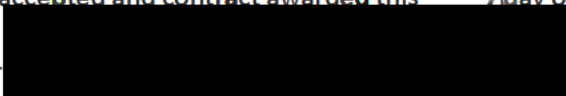
VENDOR: ICF Incorporated, L.L.C.	SAM UNIQUE ENTITY ID: QHBLBNKKV4U3
STREET ADDRESS: 1902 Reston Metro Plaza	P.O. BOX: N/A
CITY, STATE, ZIP CODE: Reston, VA 20190	TELEPHONE NUMBER: 703.934.3000
PRINT NAME & TITLE OF PERSON SIGNING: Patricia Toben-Cropper Senior Manager, Contracts	E-MAIL: Patricia.Toben-Cropper@icf.com
AUTHORIZED SIGNATURE. 	DATE: Feb 5, 20206

Offer valid for at least ninety (90) days from date of Task Order opening, unless otherwise stated here: _____ days, or if extended by mutual agreement of the parties.

ACCEPTANCE

If any or all parts of your response to this Task Order are accepted by the State of North Carolina, an authorized representative of DCR shall affix her signature hereto. A copy of this acceptance will be forwarded to the successful Vendor(s). Vendor(s) are subject to the requirements, terms, and conditions in the Agency Term Contract RFP #DOC1677946894. The requirements, terms, and conditions herein are intended to supplement the requirements, terms, and conditions in the Agency Term Contract referenced above, which are incorporated herein by reference.

FOR STATE USE ONLY

Offer accepted and contract awarded this 6th day of February, 2026, as indicated on attached certification, by  (Authorized representative of DCR).

SECTION 1: PURPOSE AND BACKGROUND

DCR requests a Vendor to provide all processes and services necessary to complete the reevaluation of the Mountain and Piedmont region tier I environmental reviews for the single-family housing program compliant with HUD's 24 CFR part 58. The program is looking to evaluate additional scope items not previously addressed including but not limited to relocation of program homes within an existing lot, onto a previously undisturbed lot, buyout for a return to green space, and work within the Qualla Boundary. The tier I reevaluation may also require the incorporation of a programmatic agreement for section 106 currently in development and revisions to the existing tier II process including a new tier II template to be included in the document. Revisions to the existing tier II process must be functional for single family housing program Vendors currently under contract with DCR and should be based on existing templates in the tier I.

SECTION 2: METHOD OF AWARD

This Task Order will be awarded based on best value to the State, which is defined in statute as the selection of vendors based on "the best trade-off between price and performance, where quality is considered an integral performance factor. The award decision is made based on multiple factors, including: total cost of ownership, meaning the cost of acquiring, operating, maintaining, and supporting a product or service over its projected lifetime; the evaluated technical merit of the vendor's proposal; the vendor's past performance; and the evaluated probability of performing the requirements stated in the solicitation on time, with high quality, and in a manner that accomplishes the stated business objectives and maintains industry standards compliance." N.C.G.S. § 143-135.9.

Offers will be evaluated, and award made, based on the below factors listed in descending order of importance:

1. Qualifications and Experience
2. Methodology for Completion of Work
3. Timeline for Completion of Work
4. Cost, including hourly/unit pricing and total not-to-exceed amount

DCR may request oral presentations or discussion with any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that DCR is not required to request presentations or other clarification; therefore, all Task Order responses should be complete and reflect the most favorable terms available from the Vendor.

While the intent of this Task Order is to award to a single Vendor, the State reserves the right to: make separate awards to different Vendors; cancel this Task Order if determined to be in the best interest of the State; disqualify any responses to this Task Order for nonconformance to the requirements described herein; waive any minor informality or technicality in proposals received; negotiate with specific Vendors to achieve the best value; and extend the time to respond to this Task Order. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

The status of a Vendor's e-Procurement Services account(s) may be considered a relevant factor in determining whether to approve the award of a contract under this Task Order. Any Vendor with an E-Procurement Services account that is in arrears by 91 days or more at the time of proposal opening may, at the State's discretion, may be disqualified from further evaluation or consideration.

SECTION 3: TECHNICAL SPECIFICATIONS

- A. **TASK ORDER CATEGORY:** **TASK 17: Environmental Review**
- B. **LOCATION OF WORK:** Remote with field work as necessary.
- C. **SCOPE OF WORK:** Deliver two reevaluated tier I environmental reviews (Mountain Region and Piedmont Region) compliant with 24 CFR part 58 and which receive an AUGF from HUD or equivalent approval. Full completion of this deliverable will be the only milestone for this task order. The reevaluations for both regions are required to be completed within **120 days** of contract award. Liquidated damages in the amount of One Hundred Dollars and No/100 (\$100.00) PER DAY may be assessed if Vendor fails to complete the work within the contracted period.
- D. **INVOICE:** Pursuant to Section 4.4 of the RFP, Vendors will send monthly task order invoices to DCR.Finance@commerce.nc.gov for payment.

SECTION 4: SUBMISSION INSTRUCTIONS

1. **Written Questions**

- a. Written questions related to the content of this Task Order will be received at angela.dunaway@commerce.nc.gov until **10:00 am EST on February 2, 2026**. Please use “Questions_Task Order 17” as the subject line for the email. DCR will prepare responses to all questions received by the due date and time and provide them to all Vendors to which this Task Order has been issued. Vendor may not discuss this Task Order with any State employee other than the Procurement Director indicated on page 1; such contact may be grounds for Vendor offer not being considered and/or cancellation of this Task Order.

2. **Response**

- a. Response will be received until the due date and time indicated on page 1 of this Task Order.
- Submit response via email to angela.dunaway@commerce.nc.gov. DCR reserves the right to reject any late responses, regardless of cause.
- Email attachment(s):
- **Un-redacted** response, including attachments, in a **single pdf document**; and
 - **Redacted** response, in a **single pdf document**, if offer contains confidential and proprietary information. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. The redacted version, all proprietary and confidential information shall be blacked out so it is not visible. Under no circumstance is pricing considered confidential. If your proposal is accepted, the redacted proposal will be posted on the DCR website.
- b. Use the Response Form attached hereto. Response shall be concise and specific to the scope of work requested. Generic marketing material and AI-generated material will not be considered, and inclusion of such material will be a sign of the proposal’s weakness. Information and materials submitted in the response to RFP #DOC1677946894 may be referenced but should not be submitted again.
- c. Return all pages of the Task Order (this form) with Vendor response.

VENDOR RESPONSE FORM

METHODOLOGY FOR COMPLETION OF WORK

In the space provided below, describe how you will accomplish the scope of work detailed in Section 3(c) of the Task Order above. **Limit your response to 750 words.**

ICF brings over 20 years of experience supporting HUD-funded disaster recovery programs completing nearly 20,000 environmental reviews; including 27 Tier Is, more than 19,000 Tier IIs, and numerous reevaluations. This experience positions ICF to efficiently and compliantly complete the Mountain and Piedmont Tier I Environmental Review reevaluations.

Senior environmental planners with HUD CDBG-DR experience completing Tier I reevaluations, Tier II process and Section 106 Programmatic Agreement updates will lead the work ICF will engage subject matter experts, to ensure compliance across all environmental resource areas.

Methodology for Completion of Work

ICF will deliver reevaluations of the Mountain and Piedmont region Tier I Environmental Reviews in compliance with 24 CFR Part 58, incorporating newly identified program activities. Our approach emphasizes early coordination with DCR, focused gap analysis, and disciplined application of the 24 CFR 58.47 reevaluation process. ICF will develop a clear, implementable Tier II process aligned with Tier I assumptions and conditions to support efficient program delivery.

Project Initiation, Coordination, and Timeline

ICF will conduct a virtual kickoff meeting with DCR within two business days of award to confirm objectives, geographic boundaries, assumptions, and the HUD approval pathway. Within five business days, ICF will provide a detailed work plan, refined schedule, and consolidated questions to ensure alignment before technical work begins.

Steven Sherman will serve as DCR's primary point of contact managing coordination, schedule, and quality control. ICF will provide weekly status updates and include an early draft Tier I for DCR review to minimize late-stage revisions and maintain the overall schedule.

Baseline Review and Gap Analysis

ICF will review the existing Tier Is and Tier II process to identify gaps associated with new program activities and use the findings to update the Tier Is and Tier II process. The primary area needing greater analysis is the relocation of homes to previously undisturbed lots, which will require Tier II level review for additional resource categories. ICF will streamline the Tier II checklist so that added analysis applies only to relocation actions.

This expanded scope would likely require reinitiating consultations with parties contacted during the original Tier I review revising the 8 Step Decision-Making Process , including republishing early and final notices.

The expanded scope would require updated NHPA Section 106 consultation letters be sent to NC SHPO, certified local governments, and Tribes. Adding the Qualla Boundary would require reinitiation of Section 106 consultation with the Tribal Historic Preservation Officer (THPO) of the Eastern Band of Cherokee Indians (EBCI) as well as requiring government-to-government consultation between DCR and the Tribe. ICF assumes one letter each sent electronically to NC SHPO, certified local governments, tribes, and the EBCI THPO. Consultation beyond this scope would be done per time and materials rates.

ICF will make every effort to complete consultations to meet the 120-day timeframe and will consultation reinitiation. While ICF would request a response within 30 days, Tribes are not required to respond within that timeframe resulting in uncertain consultation lengths which can pose a risk to the schedule. Any delays like this will be clearly and consistently discussed with DCR.

Tier I Reevaluation

ICF will reevaluate each Tier I in accordance with 24 CFR 58.47, systematically assessing each resource category to determine whether new circumstances, environmental conditions, or program changes affect the original findings.

Where original findings remain valid, ICF will document the reevaluation and recommend posting the amended Tier I as an update to the environmental record without additional HUD approval. If findings are no longer valid, ICF will finalize the Tier Is, prepare and publish notices, and support DCR through public comment, objection periods, and HUD approval.

ICF will coordinate with DCR on the status of the Section 106 Programmatic Agreement. If finalized during this task, it will be incorporated into the Tier Is and revised Tier II process. If not finalized, language will be included to allow seamless future integration.

Concurrently, ICF will revise the Tier II process and develop an updated Tier II template aligned with Tier I assumptions and conditions. Drawing on experience completing tens of thousands Tier IIs, ICF will maximize programmatic determinations at Tier I and deliver a Tier II template that is intuitive, compliant, and scalable.

Quality Control and HUD Compliance

ICF will apply quality control throughout the task, including senior technical review of the Tier I reevaluations and Tier II checklist template. Through early coordination and proactive DCR engagement, ICF will deliver HUD compliant Tier I reevaluations within the requested schedule.

TIMELINE AND MILESTONES	
Provide a proposed timeline in the table below.	
MILESTONE	DELIVERY DATE
Full completion of two (2) tier 1 environmental reviews (Mountain Region and Piedmont Review) compliant with 24 CFR part 58 and which receive an AUGF from HUD or equivalent approval.	Within 120 days of receiving contract award.
QUALIFICATIONS AND EXPERIENCE	
If different from the information submitted in your response to the RFP, provide the names, roles, and qualifications of all personnel being submitted to perform the work. Resumes may be provided as additional documentation. Any staff changes during the performance of work must be approved by DCR.	
Steven Sherman, Task 17 Lead (Environmental Review)	
Jenna Wheaton, Senior Environmental Planner	
Jacob Robinson, Environmental Planner	
Josephine Park, Environmental Planner	
Heather Goodson, Historic Preservation Specialist	
Philip Quirk, Senior Archeologist	
April Scudder, Historic Preservation Specialist	
Brenda Bennett, Biologist	
Kateri Cross, Biologist	
Tara Hoelzer, GIS Specialist	
VENDOR CONTRACT ADMINISTRATOR	
The Contract Administrators are the persons to whom all required notices shall be given and to whom all matters relating to the administration or interpretation of this Task Order shall be addressed. The Vendor shall designate a Primary Contract Administrator, who shall be the Vendor's primary contact with the Agency for all issues regarding this Contract and an Alternate Contract Administrator.	
Primary Contract Administrator: Name and Title: Direct Telephone Number E-mail Address:	Teaka Manley, Contracts Manager 703-934-3000 teaka.manley@icf.com
Alternate Contract Administrator: Name and Title: Direct Telephone Number E-mail Address:	Cecilia Allen 703-934-3000 cecilia.allen@icf.com

COST AND PROJECT HOURS

Complete the table below, inclusive of labor, materials, general and administrative overhead, and profit. Vendors may respond with rates lower than the hourly not-to-exceed rates awarded pursuant to the RFP but shall not exceed that rate. The total amount to be paid by DCR under this contract shall not exceed the amount as stated in the table below. The State does not guarantee a minimum or maximum number of hours.

Position Title	Total Amount (\$)
Revaluation Tier 1 Environmental Review Mountain Region	\$5,997.00
Revaluation Tier 1 Environmental Review Piedmont Region	\$5,997.00
TOTAL Not-to-Exceed Amount	\$ 11,994.00

ADDITIONAL DOCUMENTATION

In addition to completing this form, you may attach additional documentation relevant to your proposal. Additional documentation should be minimal and only that which is necessary for DCR to evaluate your methodology, qualifications, and/or experience. Generic marketing material and AI-generated material will not be considered, and inclusion of such material will be a sign of the proposal's weakness. Information and materials submitted in the response to the RFP may be referenced but should not be submitted again.

