



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

TITLE:	Expert Administrative Services/Staff Augmentation; Agency Term Contract RFP #DOC1677946894
TASK ORDER CATEGORY:	TASK 17: Environmental Review
TASK ORDER NUMBER:	TO-02
TASK ORDER ISSUE DATE:	February 18, 2026
RESPONSE DUE DATE/TIME:	March 2, 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 March 2, 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: Ramboll Americas Engineering Solutions, Inc.	SAM UNIQUE ENTITY ID: HHL8UYMNHK57
STREET ADDRESS: 3214 Charles B Root Wynd, Suite 130	P.O. BOX:
CITY, STATE, ZIP CODE: Raleigh, NC 27612	TELEPHONE NUMBER: (225) 405-7549
PRINT NAME & TITLE OF PERSON SIGNING: Burke J. Brooks, Principal	E-MAIL: bbrooks@ramboll.com
AUTHORIZED SIGNATURE: 	DATE: 3/2/2026

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.

<p><u>FOR STATE USE ONLY</u></p> <p>Offer accepted and  Signed by: _____ 5th day of <u>March</u>, 2026, as indicated on attached certification, by  (Authorized representative of DCR).</p>

SECTION 1: PURPOSE AND BACKGROUND

The Division of Community Revitalization (DCR) requests a Vendor to provide all processes and services necessary to complete a NEPA review compliant with HUD's 24 CFR part 58 for the Harkins Avenue Housing Project (the Project). The level of review expected for the Project is an environmental assessment. The Project consists of building a minimum of 9 and maximum of 23 (pending available funding), affordable single-family housing units on individual lots and all associated infrastructure on a previously identified parcel in the Town of Canton, NC. The parcel is currently undeveloped, and the Project will therefore include roads, wastewater, and other utility infrastructure along with associated grading, erosion control and storm water management necessary for residential construction.

In addition to the initial environmental assessment. The task order intends for the vendor to remain available for any necessary reevaluations identified by DCR and the project team. These reevaluations are to be conducted compliant with 24 CFR part 58.

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 a complete environmental assessment 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 environmental assessment is required to be completed within 180 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.

In addition to the initial environmental assessment, DCR intends this Vendor to be available for any additional reevaluations as deemed necessary by DCR. These reevaluations will be conducted in accordance with 24 CFR part 58 and will be authorized only at DCR's direct request. Any necessary reevaluations will be completed as single unit projects with the only payment milestone being completed upon AUGF or equivalent NEPA completion documentation.

D. **INVOICE:** Pursuant to Section 4.4 of the RFP, Vendors will send a finalized invoice for unit payment upon task completion to DCR.Finance@commerce.nc.gov.

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 25, 2026**. Please use "Vendor Name_Questions_TO-02" 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.

[REDACTED]

[Redacted text block]


[Redacted text block]

[Redacted text block]

[Redacted text block]

TIMELINE AND MILESTONES

Provide a proposed timeline in the table below.

MILESTONE	DELIVERY DATE
<p>Full completion of one (1) environmental review compliant with 24 CFR part 58 and which receive an AUGF from HUD or equivalent approval.</p> <p><i>*Upon request from DCR, additional reevaluation milestones and payments may be added, but Vendor does not need to propose a delivery date for this potential option at this time. DCR would likely require any reevaluation to be done within 120 days.</i></p>	

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.

<p>Our team of project professionals, subject matter experts and technical support staff who may be called upon to support the completion of this EA were previously submitted in response to RFP #DOC1677946894.</p>	

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.

<p>Primary Contract Administrator:</p> <p align="right">Name and Title:</p> <p align="right">Direct Telephone Number</p> <p align="right">E-mail Address:</p>	<p>Burke J. Brooks, Principal</p> <p>(225) 405-7549</p> <p>bbrooks@ramboll.com</p>
<p>Alternate Contract Administrator:</p> <p align="right">Name and Title:</p> <p align="right">Direct Telephone Number</p> <p align="right">E-mail Address:</p>	<p>Karyn Desselle, Senior Managing Consultant</p> <p>(225) 408-2841</p> <p>kdesselle@ramboll.com</p>

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 and/or unit 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.

Description	Unit Cost (\$)
Environmental Assessment compliant with 24 CFR 58 (Includes additional requested service for ASTM Phase I ESA)	\$17,500.00
Reevaluation of Environmental Assessment – OPTION to be exercised at the discretion of DCR.	\$3,000.00
TOTAL Not-to-Exceed Amount	\$ 20,500.00

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.