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NC DEPARTMENT of COMMERCE
COMMUNITY REVITALIZATION

RenewNC

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-07 Sweetwater Place**
TASK ORDER ISSUE DATE:	**September 16, 2026**
RESPONSE DUE DATE/TIME:	**September 29, 2026,** by **2:00 PM** 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 **2:00 PM** EST on **September 29, 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:
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: [redacted]	DATE: Sept 30, 2026

Offer valid for at least ninety (90) days from date of Task Order opening.

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 _____ day of 21-Oct-2026, 2026, as indicated on attached certification,

by Signed by: [redacted] (Authorized representative of DCR).

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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 Sweetwater Place Apartments Project (the Project). The level of review expected for the Project is an environmental assessment. The Project consists of building a multi-family development of approximately 56 units along with the associated infrastructure development. The Project is planned for an 8-acre site consisting of two adjoining undeveloped lots in Forest City, Rutherford County.

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.

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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 receives an AUGF from HUD. Full completion of this deliverable will be the only milestone for this task order. The environmental assessment is required to be completed no later than 180 days of contract award or sooner if indicated in Vendor's proposal. 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 **2:00 pm** EST on **September 22**, 2026. Please use "*Vendor Name_Questions_TO-07*" 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

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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.

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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]

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[redacted]

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TIMELINE AND MILESTONES

Provide a proposed timeline in the table below.

MILESTONE	DELIVERY DATE
Full completion of one (1) environmental review compliant with 24 CFR part 58 and which receives an AUGF from HUD. **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.*	Within 180 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.

Ashley Keesling, Partner ESI	
Allyson Shaw, Partner ESI	

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:	Patricia Toben-Cropper Senior Manager, Contracts 703-934-3000 Patricia.Toben-Cropper@icf.com
Alternate Contract Administrator: Name and Title: Direct Telephone Number E-mail Address:	Teaka Manley, Contracts Administrator 703-934-3000 teaka.manley@icf.com

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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.	$20,366
Reevaluation of Environmental Assessment – OPTION to be exercised at the discretion of DCR.	$2,590
TOTAL Not-to-Exceed Amount	**$** $22,956

If a Phase I site assessment has been completed by the developer and can be used for the project, DCR will reduce the amount of the payment accordingly. Please indicate the cost of the Phase I site assessment here: _$2,000_____

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, experience, and whether or not any potential conflicts of interest have been appropriately identified and addressed. 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.

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TASK ORDER ADDENDUM

September 28, 2026

FAILURE TO RETURN THIS ADDENDUM MAY SUBJECT YOUR OFFER TO REJECTION

Contract Number	**Doc1677946894 Staff Augmentation**
Task Order Category	**TASK 17 – Environmental Review**
Task Order Number	**TO-07 Sweetwater Place**
Addendum Number	**1**

OFFER EXTENSION:

Due date for offers has been extended to **October 2**, 2026, by **2:00 pm** EST.

RESPONSE TO QUESTIONS:

State's Responses to Questions Received by the due date and time of September 22, 2026, by 2:00 pm EST. The Question appears exactly as submitted by the Vendor.

	VENDOR QUESTION	DCR RESPONSE
1	**General information and project description:** Are conceptual site plans, preliminary engineering drawings, or other design documents available for review?	Conceptual site plans and related design material will be provided to the awarded vendor on request.
2	**General information and project description:** How was the project site selected? Has an alternatives analysis been completed?	The site was part of the competitive project selection done by the NCHFA through their LIHTC program. The selection criteria and application requirements were published as part of NCHFA's Qualified Allocation Plan (QAP) and Appendices. No alternatives analysis has been completed.
3	**General information and project description:** Has any public outreach or stakeholder engagement been conducted to date?	Public outreach took place as part of the QAP process for all awarded developers but not specifically for this project.
4	**General information and project description:** Are there any known public concerns, controversies, or community opposition associated with the project?	No public concerns, controversies, or community opposition regarding this project has been raised to date.
5	**General information and project description:** What level of public involvement does DCR/HUD anticipate for these environmental reviews?	Public involvement will be required as necessary to meet the federal regulations at 24 CFR part 58.
6	**General information and project description:** Please clarify the extent of the proposed "associated infrastructure development." Does this include only utility and access improvements, or are additional facilities/amenities proposed?	Associated infrastructure refers to any infrastructure needed for the development of the project.

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7	**General information and project description:** Is the proposed land use consistent with adopted local plans, zoning, master plans, or other approved planning documents?	The Market Study provided by the developer indicates that the project is compatible with the local area however any impacts on local zoning or master planning documents will need to be completed as part of the environmental assessment this task order is requesting and will not be provided ahead of time.
8	**General information and project description:** If responses to these questions are not provided within two working days, will an extension be considered for the proposal submission deadline?	Yes.
9	**Environmental documentation** Have any environmental studies, investigations, or site assessments previously been completed for the site, including a Phase I? If so, will those reports be made available?	Any environmental studies/investigations/site assessments previously completed will be made available to the awarded contractor.
10	**Environmental documentation** A full Phase I Environmental Site Assessment (ESA) is not required to complete the EA. Should the Phase I ESA cost be included in the EA unit cost?	The Phase I represents the industry standard for determining whether a past release of hazardous substances or petroleum products has occurred or there is a material threat of a future such release, on a property proposed for use in a commercial transaction or development proposal. HUD policy requires that "all properties that are being proposed for use in HUD programs be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property. In keeping with regulatory best practices, DCR intends to require a Phase I ESA be included in the EA.
11	**Environmental documentation** Is the Phase I ESA anticipated to be a separate deliverable?	If needed, the Phase I ESA should be completed following ASTM standards and is included in the unit price. The task order requests separate pricing in the event that the Phase I ESA has already been completed by the developer, in which case the Phase I ESA price noted in the response will be deducted from the unit price.
12	**Environmental documentation** Have any agency consultations already occurred for the site (e.g., SHPO, USFWS, USACE, NCDWR, local agencies)? If so, can documentation be provided?	No agency consultations have occurred.

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13	**Environmental documentation** Are there any existing permits, permit applications, or permit determinations associated with the site? If so, please provide available documentation and current status.	Any existing permits and/or applications can be provided to the awarded vendor on request.
14	**Historic and cultural resources** Are there any existing programmatic agreements or established consultation procedures that would facilitate National Historic Preservation Act (NHPA) Section 106 compliance?	DCR is signatory to a HUD addendum on a FEMA programmatic agreement for North Carolina. Whether or not that may be utilized for this specific project will need to be determined with the support of the vendor's SOI qualified staff.
15	**Historic and cultural resources** Has any previous cultural resources review, archaeological investigation, or Section 106 consultation been completed for the site? If so, please provide available documentation.	Any completed archaeological investigations or section 106 consultations will be provided to SOI qualified staff on request by the awarded vendor.
16	**Project-specific clarifications** Can you confirm the project addresses and provide the project limits/boundary for each site - Sweetwater Place: 183 Woods Dr, Forest City, NC, 28043	183 Woods Drive, Forest City, 28043, Rutherford County.
17	**Project-specific clarifications** The scope indicates construction of approximately 56 multifamily units on two adjoining undeveloped parcels totaling approximately 8 acres in Rutherford County. Can you provide any additional information regarding proposed site improvements, utility extensions, grading, or off-site infrastructure?	Specific site plan information as it is available will be shared with the awarded vendor.
18	Can the State please provide the county parcel ID so Vendors can estimate the level of effort based on the property's geographic location?	There are two adjoining parcels. PIN 1539807006, PIN 1539901150
19	Typically, the contractor's responsibility for the environmental report is complete once a Finding of No Significant Impact (FONSI), with or without conditions, has been issued. While the consultant may draft the Public Notice, responsibility for reviewing the Environmental Review Record (ERR), publishing the Notice of Intent, managing the FONSI/Request for Release of Funds (RROF) public comment period, and navigating the HUD objection period through issuance of the Authority to Use Grant Funds (AUGF) rests exclusively with the Responsible Entity (RE). As a result, the timeline from ERR submission to AUGF is largely outside of the contractor's control and cannot be estimated with precision. Given	The state will take the time necessary to complete their reviews and submit the RROF to HUD in a timely manner.

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	these dependencies, what timeframe can we reasonably expect the RE to commit to for completing its review and associated actions, from the start of the ERR review through issuance of the AUGF?	
20	Most NC Department of Commerce CDBG-DR funded projects are completed in HEROS. Is this project subject to the same requirement?	No. This project will not use HEROS.
21	Please clarify the extent of reevaluation expected. Specifically, should the effort assume: (1) updates to existing environmental review components, such as Phase I Environmental Site Assessment, State Historic Preservation Office consultation, or minor scope modifications; (2) additional impacts that would necessitate reissuing the FONSI/RROF process; and/or (3) reevaluation triggered by EA expiration (five-year validity period) or newly identified significant impacts?	Per its very nature the extent of a reevaluation cannot be known until it is needed. This scope item is intended to cover any substantial scope changes which the developer may look to implement while the project is out for public comment as part of the part 58 requirements.
22	Does a developer currently own the project site, or will acquisition be required? If acquisition is required, has it occurred or is it still pending?	The developer currently has a purchase option on the site though acquisition will not occur until after AUGF is received.
23	Can you provide the project address(es) and any available site maps or KMZ files?	183 Woods Drive, Forest City, 28043, Rutherford County.
24	What is the current project status, including design, engineering, permitting, and any pre-construction activities completed to date?	Preliminary site plans have been developed but construction has not yet started.
25	Have any environmental due diligence activities been completed (e.g., Phase I or Phase II ESA)? If so, can those reports be provided?	A Phase I or II ESA has not been provided to the state. Any previously completed Phase I or II will be provided to the awarded contractor on request.
26	What permits or regulatory approvals have already been obtained? Can copies be provided?	Any existing permits and/or applications can be provided to the awarded vendor on request.
27	Are any undeveloped portions of the project site currently forested?	Based on site photos provided in the market study, they appear to be.
28	Have any project alternatives been evaluated? If so, what alternatives were considered?	The site was part of the competitive project selection done by the NCHFA through their LIHTC program. The selection criteria and application requirements were published as part of NCHFA's Qualified Allocation Plan (QAP) and Appendices. No alternatives analysis has been completed.

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Execute Addendum:

VENDOR: ICF Incorporated, L.L.C.

AUTHORIZED SIGNATURE: [redacted]

NAME and TITLE (Print or Typed): Patricia Toben-Cropper Sr. Manager, Contracts

DATE: Sept 30, 2026