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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-05 Lofts at Shelby**
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: IEM International, Inc.	SAM UNIQUE ENTITY ID: MES2SE62JGL3
STREET ADDRESS: 5420 Wade Park Blvd. Suite 140	P.O. BOX: P.O. Box 110265 Durham, North Carolina 27709-8477
CITY, STATE, ZIP CODE: Raleigh, North Carolina 27607	TELEPHONE NUMBER: 919-990-8191
PRINT NAME & TITLE OF PERSON SIGNING: Keith Reynolds, Director Contract Operations and Compliance	E-MAIL: Contracts@iem.com
AUTHORIZED SIGNATURE: DocuSigned by: [redacted]	DATE: 10/2/2026

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 [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 Lofts at Shelby 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 84 units along with the associated infrastructure development. The Project is planned for a 4.06-acre site consisting of multiple adjoining lots currently occupied by single-family homes within the City of Shelby, Cleveland 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-05*" 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]

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.*	Anticipated completion within approximately 170 calendar days of Task Order authorization; final completion no later than 180 calendar days.

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.	
Scott McLeay, Environmental Analyst & Biologist *Qualifications and relevant experience are provided in the attached resume.*	
Natalie Barfield, NEPA Senior Project Manager *Qualifications and relevant experience are provided in the attached resume.*	

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:	Allison Veillette Senior Contract Administrator/Auditor 225-952-8284 Contracts@iem.com

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Alternate Contract Administrator:	Keith Reynolds
Name and Title:	Director, Contract Operation and Compliance
Direct Telephone Number	225-952-8191 Ext. 8917
E-mail Address:	Contracts@iem.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	$ 7,722.00
Reevaluation of Environmental Assessment – OPTION to be exercised at the discretion of DCR.	$ 2,075.00
TOTAL Not-to-Exceed Amount	$ 9,797.00

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: $ 1,600.00

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, 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-05 Lofts at Shelby**
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	Has a Phase I Environmental Site Assessment (ESA) already been completed for this project and, if so, will it be provided to the selected vendor? If a Phase I ESA has not been completed, should vendors include completion of a Phase I ESA in their proposed scope and cost?	Any completed environmental site assessment material will be shared with the awarded vendor on request. Phase I ESA costs should be included in the unit cost. The task order requests the vendor identify the Phase I ESA cost as well 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.
2	Please confirm whether acquisition, relocation, and demolition activities are included within the project scope and should be evaluated as part of the environmental review.	The developer currently has a purchase option on the site though acquisition will not occur until after AUGF is received.
3	Should vendors provide separate pricing for potential archaeological surveys, architectural history evaluations, viewshed analyses, or other Section 106-related studies that may be identified during the environmental review process?	No.
4	**Section 1** Please provide an address for the project site.	801 East Grover Street, Shelby, 28150, Cleveland County
5	**Section 1** The project site is currently occupied by single-family homes. Will these homes be demolished?	The parcels currently contain 3 homes and associated outbuildings, which will be demolished as part of the construction contract. The homes are currently unoccupied.

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	Will people be displaced from the existing homes?	
6	**Section 1** Please clarify what will be built on the project site (a single apartment building, or several multi-family buildings, or something else)?	As provided in the market study, the currently proposed project is for a 4-story 84 unit MF building.
7	**Section 3C** How would the State like deliverables to be provided? Will the environmental assessment be documented in HEROS, a different online system, or is a Word/PDF document preferred?	Microsoft Office (or equivalent) and PDF documents shared through file sharing systems and email as feasible. HEROS will not be used.
8	**Section 3C** Are there existing programmatic agreements related to disaster and/or CDBG work with the State Historic Preservation Office and/or other resource agencies?	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.
9	**Section 3C** Please confirm Section 106 compliance will be completed under IDIQ Task 9 (Civil Rights, Fair Housing, Labor Standards, and Historic Preservation) and we will be provided the Section 106 compliance documentation prepared by others.	Section 106 compliance standards will be completed under Task 17 environmental review. Selected vendors will be required to prepare any necessary section 106 compliance documentation with SOI qualified staff.
10	**Section 3C** The scope of work notes that "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." Please confirm that this will only be implemented when delays are due to circumstances wholly within the contractor's control and not a result of third-party delays.	Some third-party delays should be anticipated in the proposed timeline. Liquidated damages are at the discretion of DCR, and DCR will consider all related circumstances.

Execute Addendum:

VENDOR: IEM International, Inc.

DocuSigned by:

AUTHORIZED SIGNATURE: [redacted]

NAME and TITLE (Print or Typed): Keith Reynolds, Director Contract Operations and Compliance

DATE: 9/29/2026