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**REQUEST FOR QUALIFICATIONS (RFQ)**

**Environmental Review Services for Federally Funded Projects**

**Town of Rolesville, North Carolina**

**Issued:** May 6, 2025

**Responses Due:** May 20, 2025

**Introduction**: This is a repost of the Town’s original post from April 7, 2025, in response to questions received from potential applicants and firms. The final page includes a summary of those questions and corresponding answers.

**1. Description** The Town of Rolesville is seeking qualifications from qualified consulting firms to facilitate the Environmental Review Process for two federally funded grants that will support two projects:

|  |  |
| --- | --- |
| **Project Name** | **Grant Amount** |
| **Main Street Park Renovations** | $406,000 |
| **Public Library Site Development** | $325,000 |

The selected firm will ensure compliance with the National Environmental Policy Act (NEPA) and all other applicable federal, state, and local environmental regulations. Additionally, the selected firm shall support the completion of all documentation related to the ERP and provide documentation of the project to ensure that the Town of Rolesville can receive the necessary reimbursement for project expenditures.

**2. Background**

The Town of Rolesville has received federal grant allocations to support the development of Main Street Park and the Public Library Site. An essential step in receiving these funds is completing an Environmental Review Process (ERP) to assess potential environmental impacts and confirm compliance with relevant regulations. This process ensures that the projects do not negatively impact the surrounding environment and that the sites will not pose environmental or health risks to end users.

# **3.Scope of Services**

The selected firm will be responsible for:

* 1. Conducting environmental reviews in compliance with NEPA and other applicable federal, state, and local laws.
  2. Preparing required environmental documentation, including Environmental Assessments (EAs) and Categorical Exclusions (CEs), if applicable.
  3. Coordinating with HUD, state agencies, and other relevant regulatory bodies.
  4. Conducting site visits and assessments to identify any potential environmental concerns.
  5. Providing mitigation recommendations and assisting with public notices if required.
  6. Preparing and submitting all required reports to the Town and relevant agencies.

# **4.Submission Requirements**

Interested firms must submit the following:

1. **Letter of Interest** including:
   1. Company name, address, phone number, and primary contact information.
   2. A statement confirming the firm’s ability to perform the requested services.

## **Company Qualifications & Experience**

* 1. Number of years in business.
  2. List of key personnel assigned to the project with resumes.
  3. Experience conducting NEPA reviews for federally funded municipal projects.
  4. List of at least three (3) references from similar projects.

## **Approach & Methodology**

* 1. A brief description of how the firm will complete the environmental review process.
  2. Expected timeline for project completion.

## **Fee Structure**

A proposed fee schedule or hourly rates for services.

# **5. Evaluation Criteria**

Submissions will be evaluated based on the following criteria:

* + - * 1. **Experience & Qualifications (40%)** – Relevant expertise and history of completing similar projects.
        2. **Project Approach (35%)** – Clear methodology for completing the environmental review.
        3. **References (25%)** – Satisfaction of past clients with similar work.

# **6. Submission Deadline & Contact Information**

All responses must be submitted by 5 PM on May 20, 2025, to:

Medhat Baselious Capital Projects Manager Town of Rolesville

502 Southtown Circle

Rolesville, NC 27571

Email: [mbaselious@rolesvillenc.gov](mailto:mbaselious@rolesvillenc.gov)

Late submissions will not be considered. The Town of Rolesville reserves the right to reject any or all submissions and to waive informalities in the selection process.

# **General Terms & Conditions**

* 1. This RFQ does not commit the Town to award a contract or to pay for any costs incurred in the preparation of a response.
  2. The Town reserves the right to request additional information or interviews with select firms.
  3. The final contract will be subject to Town approval and compliance with all applicable federal, state, and local regulations.

The Town of Rolesville looks forward to reviewing your qualifications and selecting a firm to assist in this important environmental review process.

# **Additional questions and answers:**

1. Which HUD funding streams will be used to construct the proposed Main St Park and library projects?

HUD Community Project Funding out of the Community Development Fund, adopted by US Congress on March 5, 2024

1. What data are already available? We are specifically interested in these environmental factors, which are typically the most labor intensive - stream and wetland delineation, Phase I Environmental Site Assessment (and Phase II ESA, if necessary), threatened and endangered species assessment and historic/cultural resources assessment.

There is no prior data available.

1. Will the Town accept electronic copies of the qualification documents (addressed to your email) or are hard copies required?

Yes, please submit copies electronically and three hard copies

1. What is the source of funding for the federal grants, and is the grant funding being filtered through a state or federal agency?

This is a federal HUD grant and is being filtered through this department

1. Do you have additional funds for these projects beyond the federal grants for the project?

Yes, the Town has/will have additional funds for these projects

1. What is your anticipated budget for the environmental documentation?

Around $20,000 based on quotes for similar types of work in the past

* 1. Is there a timeline for delivery of the ERPs based on the requirements of the grant?

The Town is looking to have the delivery for this to be before June 15.