



REQUEST FOR QUALIFICATIONS (RFQ)
Environmental Review Services for Federally Funded Projects
Town of Rolesville, North Carolina

Issued: April 7, 2025
Responses Due: April 21, 2025

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:

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

4. Submission Requirements

Interested firms must submit the following:

- A. **Letter of Interest** including:
 - a. Company name, address, phone number, and primary contact information.
 - b. A statement confirming the firm's ability to perform the requested services.
- B. **Company Qualifications & Experience**
 - a. Number of years in business.
 - b. List of key personnel assigned to the project with resumes.
 - c. Experience conducting NEPA reviews for federally funded municipal projects.
 - d. List of at least three (3) references from similar projects.
- C. **Approach & Methodology**
 - a. A brief description of how the firm will complete the environmental review process.
 - b. Expected timeline for project completion.
- D. **Fee Structure**
 - a. A proposed fee schedule or hourly rates for services.

5. Evaluation Criteria

Submissions will be evaluated based on the following criteria:

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

6. Submission Deadline & Contact Information

All responses must be submitted by April 21, 2025 to:

Medhat Baselious, Capital Projects Manager
Town of Rolesville
502 Southtown Circle
Rolesville, NC 27571
Email: 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.

7. General Terms & Conditions

- This RFQ does not commit the Town to award a contract or to pay for any costs incurred in the preparation of a response.
- The Town reserves the right to request additional information or interviews with select firms.
- 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.