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**Town of Apex  
Request for  
Qualifications  
(RFQ) for  
Environmental Review  
and Assessment  
Services**

## Introduction

The Town of Apex (ToA) is seeking a qualified Contractor to provide environmental review and assessment services. The selected Contractor will perform a Phase II ASTM Environmental Site Assessment to identify existing and potential site contamination liabilities on an approximately 13-acre site owned by the Town.

## 1 Project Background

In February 2025, the Town of Apex acquired approximately 13 acres with the goal to develop the site into mixed- tenure housing as part of a mixed-use development. A Phase I ASTM Environmental Site Assessment was completed by Kleinfelder, Inc. on February 3, 2025. The Assessment Report identifies an existing “Notice of Residual Petroleum” on the site.

### 1.1 RFQ Response Timeline

The RFQ process shall adhere to the following schedule:

<b>RFQ Release</b>	<b>March 31, 2025</b>
<b>Deadline for questions</b>	<b>April 5, 2025</b>
<b>Questions answered and available</b>	<b>April 10, 2025</b>
<b>Deadline for proposal submission</b>	<b>April 15, 2025</b>
<b>Review of proposals</b>	<b>April 16-17, 2025</b>
<b>Contract negotiations (anticipated)</b>	<b>April 18, 2025</b>
<b>Award contract (anticipated)</b>	<b>April 30, 2025</b>

### 1.2 Proposal Questions

Upon review of the RFQ documents, Proposers may have questions to clarify or interpret the RFQ in order to submit the best proposal possible. To accommodate the Proposal Questions process, proposers shall submit any such questions by the due date and time. All questions must be submitted in writing via email to the Housing Services Manager ([housinginfo@apexnc.org](mailto:housinginfo@apexnc.org)) no later than the due date. Please include in the subject line: “**RFQ for Environmental Review and Assessment Services.**” A summary of all questions and answers will be posted on the internet as an addendum and will be emailed to applicants who have already received the full RFQ by April 8, 2025. It is the proposer’s responsibility to assure that all addenda have been reviewed and, if need be, signed and returned.

### 1.3 Proposal Submission Requirements and Contact Information

Proposals must follow the format as defined in Section 2 (Proposals) and be addressed and submitted via email as follows:

ATTN: B. Lamont Taylor  
[housinginfo@apexnc.org](mailto:housinginfo@apexnc.org)

**RFQ TITLE: Environmental Review & Assessment Services**

## **2 PROPOSALS**

Responses must follow the format outlined below. The Town may reject as non-responsive at its sole discretion any proposal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

### **2.1 Request for Proposals Required Document Format**

Responses should be organized and submitted in the following format:

#### **A. Cover Letter**

Provide an introduction letter summarizing the unique proposal of your firm to meet the needs of this service requirement. This letter should be presented on the firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with the Town on behalf of the firm. Additionally, include the name, address, telephone and email address of the individual who serves as the point of contact for this solicitation.

#### **B. Corporate Background and Experience**

Include background information on the firm and provide detailed information regarding the firm's experience with similar projects. Provide a list of similar contracts performed in the past three (3) years, accompanied by at least three (3) references (contact persons, firm, telephone number and email address). The Town reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

#### **C. Project Understanding, Approach and Schedule**

Provide a comprehensive narrative, outline, and/or graph demonstrating the firm's understanding and approach to accomplishing the tasks outlined in the Introduction section of this RFQ. A description of each task and deliverable and the schedule for accomplishing each shall be included.

#### **D. Team Firm, Experience and Certifications**

Provide a narrative of the proposed firm or personnel to be assigned to this project. The Proposer shall provide information as to the experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. A project-specific firm chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

#### **E. Cost**

Provide a complete copy of cost schedule. Hourly rates shall be fully burdened to include all costs, all applicable overhead and profit (including lodging, meals, and transportation). Include any additional pricing details.

### **2.2 RFQ Documents**

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any contract award

are incorporated herein by reference.

### **3 SELECTION AND AWARD**

The Town of Apex may interview one or more firms before making a final selection. The Town of Apex shall select the most qualified firm and reserves the right to reject any and all responses based on the following criteria:

- Demonstrated understanding of the project
- Demonstrated experience with similar scope of work elements
- Proposed cost
- Other appropriate information as the Town deems advisable

The Town of Apex will award the contract to the selected firm based on successful negotiation of the fee for this work. If unsuccessful, the Town may enter negotiations and award the contract to another qualified firm.

The Town of Apex is not responsible for any costs incurred by proposers in preparing, submitting, or presenting their responses