



ROCKY MOUNT
FINANCE
THE CENTER OF IT ALL

COMMUNITY DEVELOPMENT

Request for Proposal #: 320-271023TJ

FY23 Home & CDBG Environmental Reviews

Date of Issue: 11/1/2023

Proposal Opening Date: 11/21/2023

At 02:00 PM ET

Direct all inquiries concerning this RFP to:

Tracy Johnson

Purchasing Associate I

Email: Tracy.johnson@rockymountnc.gov

Phone: 252-972-1229



ROCKY MOUNT
FINANCE
THE CENTER OF IT ALL

Request for Proposal # 320-271023TJ

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your bid.
Failure to do so may subject your bid to rejection.**

ID Number:

Federal ID Number or Social Security Number

Vendor Name

“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances.”

City of Rocky Mount Community Development

Refer ALL Inquiries regarding this RFP to:
Tracy Johnson
Purchasing Associate I

Request for Proposal # 320-271023TJ

Proposals will be due: 11/21/2023 2:00 pm

Contract Type: Service

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this proposal, the undersigned Vendor certifies that this 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. False certification is a Class I felony. Furthermore, by executing this proposal, 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 the City. 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 RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City 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 City, or from any person seeking to do business with the City. By execution of this response to the RFP, the undersigned certifies, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Failure to execute/sign proposal prior to submittal shall render proposal invalid and it WILL BE REJECTED. Late proposals cannot be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #12):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

Offer valid for at least 60 days from date of proposal opening, unless otherwise stated here: days.

ACCEPTANCE OF PROPOSAL

If any or all parts of this proposal are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount Purchasing Office shall affix his/her signature hereto and this document and all provisions of this Request for Proposal along with the Vendor proposal response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

FOR CITY USE ONLY: Offer accept, and Contract awarded this _____ day of _____, 20__ as indicated on the attached certification, by _____ Purchasing Manager.

PRE-AUDIT: This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.

Finance Director

Date

Contents

1.0	PURPOSE AND BACKGROUND	4
2.0	GENERAL INFORMATION.....	5
2.1	<i>REQUEST FOR PROPOSAL DOCUMENT.....</i>	5
2.2	<i>NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS</i>	5
2.3	<i>RFP SCHEDULE</i>	5
2.4	<i>PROPOSAL QUESTIONS.....</i>	5
2.5	<i>PROPOSAL SUBMITTAL</i>	6
2.6	<i>PROPOSAL CONTENTS</i>	7
2.7	<i>DEFINITIONS, ACRONYMS, AND ABBREVIATIONS.....</i>	7
3.0	METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS.....	7
3.1	<i>METHOD OF AWARD.....</i>	7
3.2	<i>CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION.....</i>	7
3.3	<i>INTERPRETATION OF TERMS AND PHRASES.....</i>	8
4.0	REQUIREMENTS	8
4.1	<i>PRICING.....</i>	8
4.2	<i>INVOICES.....</i>	8
4.3	<i>MINORITY BUSINESS PARTICIPATION.....</i>	9
4.4	<i>VENDOR EXPERIENCE.....</i>	10
4.5	<i>REFERENCES</i>	10
4.6	<i>PERSONNEL.....</i>	10
4.7	<i>VENDOR'S REPRESENTATIONS</i>	10
5.0	SCOPE OF WORK	11
5.1	<i>GENERAL SPECIFICATIONS.....</i>	11
5.2	<i>ENVIRONMENTAL REVIEW CHECKLIST.....</i>	11
	ATTACHMENT A: PRICING.....	19
	ATTACHMENT B: INSTRUCTIONS TO BIDDERS	20
	ATTACHMENT C: ACCEPTANCE OF GENERAL TERMS & CONDITIONS.....	20

1.0 PURPOSE AND BACKGROUND

The Department of Community Development wishes to contract with a contractor, an environmental firm, to conduct a preliminary environmental review determination and seek pertinent regulatory agency concurrence with that determination for the City's Housing Repair Program, Down East Home Consortium's HOME Investment Partnership Program, and other HUD Federal Programs.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

PROGRAM INFORMATION

Housing and Urban Development

Every project undertaken with federal funds, and all activities related to that project, is subject to the provisions of the National Environmental Policy Act of 1969 (NEPA), as well as to the HUD environmental review regulations at 24 CFR Part 58. The primary purpose of this Act is to protect and enhance the quality of our natural environment. The HUD environmental review process must be completed before any federal funds can be accessed for program-eligible activities.

In addition, no work may start on a proposed project before the environmental review process is completed, even if that work is being done using non-HUD funds. In other words, environmental clearance must be obtained for each project prior to the firm commitment of federal or non-federal funds. A violation of this requirement may jeopardize federal funding to this project and disallow all costs that were incurred before the completion of the Environmental Review.

The primary objectives of the HUD environmental review are to identify specific environmental factors that may be encountered at potential project sites, and to develop procedures to ensure compliance with regulations pertaining to these factors. The HUD environmental review is designed to produce program-specific environmental review procedures in a program that can vary greatly in terms of scope of work. Laws and regulations which contain environmental provisions with which must be complied with include:

- a) Historic Preservation (36 CFR 800)
- b) Floodplain Management (24 CFR 55, Executive Order 11988)
- c) Wetlands Protection (Executive Order 11990)
- d) Coastal Zone Management Act (Sections 307 (c), (d))
- e) Sole Source Aquifers (40 CFR 149)
- f) Endangered Species Act (50 CFR 402)
- g) Wild and Scenic Rivers Act (Sections 7 (b) (c))
- h) Air Quality (Clean Air Act, Sections 176 (c) and (d) and 40 CFR 6, 51, 93)
- i) Farmland Protection Policy Act (7 CFR 658)
- j) Environmental Justice (Executive Order 12898)
- k) Noise Abatement and Control (24 CFR 51 b)
- l) Toxic/Hazardous Materials (24 CFR 58.5(i)(2))
- m) HUD Environmental Standards (24 CFR 51 c)
- n) Airport Clear Zones and Accident Potential Zones (24 CFR 51 d)

All federally funded projects and activities must have documentation that they are in compliance with NEPA and all other environmental requirements. The purpose of this Section is to provide guidance necessary to prepare the Environmental Review Record (ERR) as required by NEPA and related laws. The ERR serves as a tool to measure the environmental consequences of all federally funded projects and activities.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

The RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference.

2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions, the Cities terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in Section 2.5 PROPOSAL QUESTIONS. If the City determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The City may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s proposal. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendors’ instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposal shall constitute a firm offer. **By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s proposal as nonresponsive.**

Contact with anyone working for or with the City regarding this RFP other than the City Contract Specialist named on the face page of this RFP in the manner specified by this RFP shall constitute grounds for rejection of said Vendor’s offer, at the City’s election.

2.3 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The City will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	City	Wednesday 11/1/2023
Submit Written Questions	Vendor	Monday 11/13/2023
Provide Response to Questions	City	Wednesday 11/15/2023
Submit Proposals	Vendor	Tuesday 11/21/2023 2:00 pm

2.4 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Proposal Number: 320-241023TJ

Vendor:

Written questions shall be emailed to tracy.johnson@rockymountnc.gov by the date and time specified above. Vendors should enter “RFP # 320-271023TJ: Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in a format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the MWBE Coordinator response, and any additional terms deemed necessary by the City of Rocky Mount will be posted in the form of an addendum to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and the City of Rocky Mount website, <http://www.rockymountnc.gov/services-finance-bids/>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise concerning this RFP, shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this RFP.

2.5 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Vendor shall bear the risk for late submission due to unintended or unanticipated delay—whether submitted electronically, delivered by hand, U.S. Postal Service, courier or other delivery service. It is the Vendor’s sole responsibility to ensure its proposal has been submitted to this Office by the specified time and date of opening. The time and date of submission will be marked on each proposal when received. Any proposal—submitted after the proposal deadline will be rejected. For hand delivered bids please note that the Frederick E. Turnage Municipal Building requires all visitors to sign in with the guard stationed on the first floor. Visitors will only have access through the building accompanied with a City employee.

MAILING ADDRESS FOR DELIVERY OF PROPOSAL VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, HAND DELIVERY, OVERNIGHT DELIVERY OR BY ANY OTHER CARRIER
PROPOSAL NUMBER: 320-271023TJ Attn: Tracy Johnson City of Rocky Mount PO BOX 1180 Rocky Mount, NC 27802	PROPOSAL NUMBER: 320-271023TJ Attn: Tracy Johnson City of Rocky Mount 331 S. Franklin Street Rocky Mount, NC 27804

For proposals submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the City’s Mail Service Center. Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the department’s purchasing office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal by U.S. Postal Service, courier, or other delivery service. **Attempts to submit a proposal via email in response to this RFP shall be accepted.**

- a) Submit **one (1) signed, original executed** proposal responses to the address identified in the table above.
- b) Submit your proposal in a **sealed package**. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.

2.6 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses shall include the following items and those attachments should be arranged in the following order:

- a) Cover Letter
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of EXECUTION PAGES, along with the body of the RFP and signed receipt pages of any addenda released in conjunction with this RFP (if required to be returned).
- d) Completed version of ATTACHMENT A: PRICING
- e) ATTACHMENT B: INSTRUCTIONS TO BIDDERS
- f) Completed and signed version of ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION

2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City or Other Eligible Entity that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the City of Rocky Mount Purchasing Office who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City and who will administer this contract for the City.
- c) **QUALIFIED PROPOSAL:** A responsive proposal submitted by a responsible Vendor.
- d) **RFP:** Request for Proposal
- e) **SERVICES or SERVICE DELIVERABLES:** The tasks and duties undertaken by the Vendor to fulfill the requirements and specifications of this solicitation.
- f) **VENDOR:** Supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Proposal.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

Pursuant to North Carolina General Statutes Section 143-131, "award shall be made to the lowest responsible, responsive bid or bidders, taking into consideration quality, performance and the time specified in the proposals for the performance of the contract."

While the intent of this RFP is to award a Contract(s) to single Vendor, the City reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the City to do so.

The City reserves the right to waive any minor informality or technicality in proposals received.

Local Preference Policy. *The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsible, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$25,000, whichever is less, of the lowest responsible, responsive Non-Local Bidder's price. An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at <https://rockymountnc.gov/services-finance-vendor-registration/>*

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

During the evaluation period—from the date proposals are opened through the date the contract is awarded—each Vendor submitting a proposal (including its representatives, sub-contractors and/or suppliers) is prohibited from having any communications with any person inside or outside the using department , issuing department , other government

department office, or body (including the purchaser named above, department secretary, department head, members of the general assembly and/or governor's office), or private entity, if the communication refers to the content of Vendor's proposal or qualifications, the contents of another Vendor's proposal, another Vendor's qualifications or ability to perform the contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals and/or the award of the contract. A Vendor not in compliance with this provision shall be disqualified from contract award, unless it is determined in the City's discretion that the communication was harmless, that it was made without intent to influence and that the best interest of the City would not be served by the disqualification. A Vendor's proposal may be disqualified if its sub-contractor and supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement to the date of contract award). Only those discussions, communications or transmittals of information authorized or initiated by the issuing department for this RFP or general inquiries directed to the purchaser regarding requirements of the RFP (prior to proposal submission) or the status of the contract award (after submission) are excepted from this provision.

3.3 INTERPRETATION OF TERMS AND PHRASES

This Request for Proposal serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Proposal shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the Department's needs as described in the Request for Proposal. Except as specifically stated in the Request for Proposal, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the City to receive a better proposal, the Vendor is urged and cautioned to submit these items in the form of a question during the question-and-answer period in accordance with Section 2.5.

4.1 PRICING

Proposal price shall constitute the total cost to Buyer for complete performance in accordance with the requirements and specifications herein, including all applicable charges handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this RFP. Complete ATTACHMENT A: PRICING FORM and include in Proposal.

4.2 INVOICES

- a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.
- b) Invoices must be submitted to the following address: Accounts Payable
PO BOX 1180
Rocky Mount, NC 27802
or
acctpayable@rockymountnc.gov

Vendor shall invoice the City of Rocky Mount Accounting Department. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Buyer with an invoice for each order. Invoices shall include detailed line-item information to allow Buyer to verify pricing at point of receipt matches the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices:

Vendor’s Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyers Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

4.3 MINORITY BUSINESS PARTICIPATION

The Bidder has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders even MWBE/HUBs to obtain the aspirational goal where sub-contracting and supplier opportunities exist. Use the table below to note the MWBE businesses that will be used as suppliers or subcontractors for this contract.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE

If the goal of 10% participation by HUB Certified or minority businesses is not achieved, the Bidder shall provide the following documentation to the City of his/her good faith efforts:

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- a) Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- b) Copies of quotes or responses received from each MWBE responding to the solicitation.
- c) A telephone log of follow-up calls to each firm sent a solicitation.
- d) For subcontracts where a minority business is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- e) Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- f) Copy of pre-bid roster
- g) Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- h) Letter detailing reasons for rejection of minority business.
- i) Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in a non-responsive bid.

4.4 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the City of Rocky Mount. Vendor shall provide information as to the qualifications and 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.

4.5 REFERENCES

Vendors shall provide at least three (3) references for which your company has provided Services of similar size and scope to that proposed herein. The City may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Vendor’s performance has been satisfactory. The information obtained may be considered in the evaluation of the proposal.

COMPANY NAME	CONTACT NAME	COMPANY EMAIL	TELEPHONE NUMBER
Optional: City of Rocky Mount			

4.6 PERSONNEL

Vendor shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Vendor shall notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The City will approve or disapprove the requested substitution in a timely manner. The City may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the City may request acceptable substitute personnel or terminate the contract services provided by such personnel.

4.7 VENDOR’S REPRESENTATIONS

- a) Vendor warrants that qualified personnel shall provide all services that may be required under The Contract in a professional manner. “Professional manner” means that the personnel performing the services shall possess the skill and competence consistent with at least the prevailing business standards in the industry. Vendor agrees that it shall not enter any agreement with a third party that may abridge any rights of the City under The Contract. Vendor shall serve as the prime contractor under The Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder.
- b) If any goods, services, functions, or responsibilities not specifically described in The Contract are required for Vendor’s proper performance, provision and delivery of the goods and services under The Contract, or are an inherent part of or necessary sub-requirement included within such goods and services, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the goods and services.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the

contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of The Contract; and that entering into The Contract is not prohibited by any contract, or an order by any court of competent jurisdiction.

5.0 SCOPE OF WORK

5.1 GENERAL SPECIFICATIONS

The scope of service involves the environmental review and regulatory agency clearinghouse facilitation for up to 50 homes, including the completion and development of supporting documentation of "Checklist" also known as the Environmental Review for Activity/Project that is Categorically Excluded Subject to Section 58.5 and Pursuant to 24 CFR 58.35(a). The firm will conduct a preliminary environmental review determination and seek pertinent regulatory agency concurrence with that determination. For any required subject matter for which regulatory agencies do not respond within 21 days of solicitation of a concurrence letter, development of supporting documentation for a determination related to that subject matter shall be made by your personnel and included in the final report. A single final report encompassing up to 50 homes, including a separate "Checklist" for each property and any agency or created supporting documentation, shall be prepared and delivered within 45 days of Notice to Proceed. The report (all necessary "checklist" determination forms) will be signed by an Environmental Professional (per the definition of an Environmental Professional found in ASTM E1527-13) and a Certified Environmental Inspector (Certified by the Environmental Assessment Association).

5.2 ENVIRONMENTAL REVIEW CHECKLIST

All federally funded projects and activities must have documentation that they are in compliance with NEPA and all other environmental requirements. The purpose of this Section is to provide guidance necessary to prepare the Environmental Review Record (ERR) as required by NEPA and related laws. The ERR serves as a tool to measure the environmental consequences of all federally funded projects and activities.

Documenting the Statutory Checklist

The Statutory Checklist must be completed for Categorically Excluded Subject To §58 and Environmental Assessment Projects. For EA projects, the Statutory Checklist is incorporated into the HUD Format II Environmental Assessment Form and must be completed. The Statutory Checklist evaluates 14 separate environmental issues and impacts. Each of these 14 items must be evaluated for every project. Within the Statutory Checklist, the recipient must follow instructions detailed in the Checklist and select either Status A or status B for each and every of the 14 items.

By selecting Status, A, the recipient is documenting that the project is in compliance either because the nature of the project does not implicate the authority under consideration or supporting information documents that the project compliance has-been achieved. If Status A is marked, the recipient is noting that no further compliance is needed, and no further consultation, permitting, or additional evaluation are needed in regard to the Item evaluated.

By selecting Status B, the recipient is documenting that the project requires additional compliance. This includes an additional compliance step or action, including but not limited to, consultation with or approval from an oversight agency, performance of a study or analysis, completion of remediation or mitigation measures, or obtaining a license or permit. Selecting Status B is also appropriate when a project site has not been identified as tiered review will be required and further compliance is necessary.

Statutory Checklist Process

A recipient should consult the appropriate statutes, authorities, executive orders, regulations, or policies as noted in each of the 14 items. 24 CFR 58.5 provides more information on the Related Federal laws and authorities that must be reviewed the goal of the evaluation is to obtain environmental compliance with each of the 14 items. Compliance can be obtained in some instances by the Recipient providing an appropriate narrative and source documentation within the Compliance Documentation section of the Statutory Checklist. In other instances, it is necessary to provide additional source documentation, including referencing agency website information, letters sent to agencies, agency responses, and any other relevant information. The RE must retain all documentation (letters, maps, notes or comments of authorities contacted, etc.) to support the Compliance Documentation in the ERR.

The recipient should use the best available information in order to achieve compliance. Federal or State Agency consultation may be necessary to provide a proper environmental evaluation. Agency responses may concur with a recipient's findings and result in no need for further action, may place conditions on the project prior to environmental clearance, or may halt the project until mitigating measures are identified, and steps have been taken to achieve compliance.

If permits are required, a listing of the specific permits needed and the procedures by which they will be obtained should be attached to the ERR. If mitigating actions are required, the RE should fully describe the actions the recipient will take to assure compliance. The Statutory Checklist must be prepared and signed by the Preparer prior to being signed by the RE Certifying Officer. A failure to have the Preparer sign the Statutory Checklist before the RE Certifying Officer will result in the recipient having to correct the Statutory Checklist.

The following is guidance to explain the compliance areas of the Statutory Checklist and to provide possible sources of documentation. These instructions are a brief description of the essential findings needed to establish compliance. These instructions do not replace the applicable regulations. Applicable regulations take precedence over these instructions. The Responsible Entity (RE) must determine whether a proposal achieves compliance with each statute, Executive Order or regulation listed at §58.5, with or without requiring formal consultation, mitigation, permits or having effects on the protected resources for every HUD-assisted proposal it determines to be categorically excluded per 24 CFR §58.35(a). The preparer of the Statutory Worksheet must REFER TO OR ATTACH SPECIFIC DOCUMENTED SOURCES supporting the determinations made.

The following information provides guidance for completing and documenting the Statutory Worksheet.

****Please note that leaving any Compliance Documentation Section blank or providing a "not applicable" response to any of the 14 statutory items is not acceptable. Failure to review and document each item will result in the recipient having to correct the Statutory Checklist.**

Historic Properties – 35 CFR 800

A) The undertaking has No Potential to Cause Effects on Historic Properties per 36 CFR 800.3(a)(1), or the RE and City agree that there are No Historic Properties Affected per 36 CFR 800.4 or City has not objected within 30 days after receipt of such a fully documented determination.

B) The proposal has an effect on historic properties, the City objects to a No Effect determination. Provide Responsible Entity reasonable opportunity to comment, per §800.5 et seq., to mitigate effects on historic properties until resolution or consideration of comments.

Documentation - Documentation must include a copy of the letter submitted to and the response received from the City's Historic Preservation Officer (CHPO) or, where applicable Tribal Historic Preservation (THP) (the need to contact the THP may be determined through consultation with the CHPO).

If the CHPO response indicates that historic properties will not be affected or adversely affected by the project no further action is required. However, if the CHPO indicates that historic properties will or may be adversely affected by the project then you must consult with the CHPO or the Advisory Council on Historic Preservation to resolve or mitigate adverse effects prior to completing the Environmental Review (ER).

Floodplain Management: - 24 CFR PART 55, Executive Order 11988

A) The proposal does not involve property acquisition, management, construction or improvements of more than four residential units within a Special Flood Hazard Area (SFHA) or 100-year floodplain designated as Zones A or V in FEMA/FIRM maps and does not involve a "critical action" (e.g., emergency facilities, facility for mobility impaired persons, etc.) within a 500-year floodplain (shaded X Zone or Zone B in FEMA/FIRM maps). If FEMA has not published flood maps, the RE must make a finding based on best available data, e.g., from the City/County Engineer or local Flood Control Agency.

B) Complete the 8-step decision making process according to 24 CFR Part 55.20 to determine whether there are practicable alternatives to locating the proposal in the Special Flood Hazard Area (SFHA) and to mitigate adverse effects. DO NOT APPROVE unless the record demonstrates that there are no practicable alternatives to locating the proposal in the SFHA.

Documentation - If your project (including auxiliary features such as storm water treatment facilities, roads, driveways, storage facilities, borrow or waste areas, etc.) is not in the 100-year floodplain (a.k.a. Special Flood Hazard Area) or for critical actions (See 24 CFR § 55.2[b] [2]) the 500-year floodplain, place a copy of the Flood Insurance Rate Map (FIRM) with the site marked on the map in the Environmental Review Record (ERR). If your project is in the 100-year floodplain or for critical actions the 500-year floodplain, HUD (Part 50) or the Responsible Entity (Part 58) must complete the eight-step decision making process at 24 CFR § 55.20 in writing; and publish the public notices required at 25 CFR § 55.20(b) & (g).

Wetland Protection – EO 11988:

A) The project does not involve new construction, draining, dredging, channelizing, filling, diking, or impounding within or immediately adjacent to wetlands, marshes, wet meadows, mud flats or natural ponds per field observation and maps issued by the US Fish & Wildlife Service or U.S. Corps of Engineers.

B) Complete the 8-step decision making process in 24 CFR 55.20 to prove there are no practicable alternatives and to mitigate effects of the project on wetlands. DO NOT APPROVE unless the record demonstrates that there are no practicable alternatives to locating the proposal on wetlands. Such action also requires obtaining a permit from the U.S. Corps of Engineers under Section 404 of the Clean Water Act.

Documentation - If the project involves new ground disturbance (including auxiliary features such as storm water treatment facilities, roads, driveways, storage facilities, borrow or waste areas, etc.) contact the local U.S. Army Corps of Engineers (USACE) office, or a qualified consultant to determine the presence or absence of wetlands, including non-jurisdictional wetlands. If no wetlands are present then document this finding by including USACE determination or the consultant's report, which must contain copies of a completed "Data Form: Routine Wetland Determination" for each habitat type on the project site, within the ERR.

If your project impacts a wetland HUD (Part 50) or the Responsible Entity (Part 58) must complete the eight-step decision making process at 24 CFR § 55.20 in writing; and publish the public notices required at 25 CFR §55.20(b) & (g). For more information on the 8-step process consult the HUD regulations at 24 CFR Part 55. In addition to the HUD requirements, projects impacting wetlands may require USACE or State Water Quality program authorization prior to beginning construction.

Coastal Zone Management - Sections 307 (c) (d) and 15 CFR Part 930:

A) Document that the proposal does not involve the placement, erection or removal of materials, nor an increase in the intensity of use in the designated Coastal Zone (CZ) according to the State Coastal Commission, the certified local coastal plan.

B) Secure concurrence from the North Carolina Coastal Zone Commission or delegated local planning commission with your determination of consistency with the applicable CZ Plan, or obtain coastal zone permit for the proposed activities.

Documentation - If the project involves new construction, conversion of land use, major rehabilitation of existing structures (including substantial improvement) or the acquisition of undeveloped land, and you are in a Coastal State determine if the project is located within the State's designated Coastal Zone Management Area (CZMA). If the project is not located within the State designated CZMA place a copy of the State CZMA map with a mark indicating that your project is outside the CZMA within the ERR. If the project is located within the State designated CZMA then the State Federal Consistency agent will have to review the project for consistency with the state coastal management program.

Sole Source Aquifers (Safe Drinking Water Act) – 40 CFR 149

A) The proposal is not located within a U.S. EPA-designated sole source aquifer watershed area per EPA Ground Water Office, OR the project need not be referred to EPA for evaluation according to the HUD-EPA (Region IV) Sole Source Aquifer Memorandum of Understanding of 1990.

B) Consult with the Water Management Division of EPA to design mitigation measures to avoid contaminating the aquifer and implement appropriate mitigation measures.

Documentation - The sole source aquifers located HUD Region IV are in Western North Carolina. If you are not in this area include a copy of the webpage at www.epa.gov in your ERR. If the project is in fact in the watershed of a sole source aquifer you must consult with US Environmental Protection Agency Regional Office IV to resolve or mitigate adverse effects prior to completing the ER.

Endangered Species – 50 CFR 402

A) The RE determines that the proposal will have “no effect” OR “may affect but is not likely to adversely affect” any federally protected (listed or proposed) Threatened or Endangered Species (plants, animals, fish, or invertebrates), nor adversely modify their critical habitats. This finding is to be based on contact made with the U.S. Fish and Wildlife Service, the National Marine Fisheries Service or by special study completed by a professional biologist or botanist. Only a “no effect” determination need not be sent to USFWS/NMFS for concurrence. A “may affect but not likely to adversely affect” determination must be submitted to either USFWS or NMFS, as applicable, for a 30-day-minimum consultation period.

B) Consult with the USFWS or with the National Marine Fisheries Service, in accordance with 50 CFR Part 402, to reduce or remove adverse effects on T&E species and their critical habitats. Formal consultation with USFWS or NMFS is required for all federally funded “major construction” activities and all activities “likely to adversely affect” T&E species.

Documentation - If the project involves ground disturbance; vegetation removal; filling of ponds, streams, or other waters; or generation of atypical noise levels, contact the US Fish and Wildlife Service (USFWS) or a qualified consultant to determine if the project may affect any threatened or endangered species. The USFWS office for your state or territory may be identified by visiting <https://fws.gov> . If the project will have no effect on any threatened or endangered species, document this finding by including a record of USFWS consultation, or the consultant’s report, which must contain a biological assessment for guidance on the contents of a biological evaluation), within the ERR.

If the project may affect any threatened or endangered species, directly or indirectly, then you must enter consultation with the USFWS to determine the potential effects. If the project’s effects to threatened or endangered species are not likely to be adverse, then document completion of informal consultation by including the USFWS letter indicating concurrence with this finding in the ERR. If the project’s effects to threatened or endangered species are likely to be adverse, then you must complete formal consultation with the USFWS to resolve or mitigate adverse effects prior to completing the ER.

Wild and Scenic Rivers - Section 7[b] & [c]

A) The project is not located within one mile of a listed Wild and Scenic River,

OR the project will have no effects on the natural, free flowing or scenic qualities of a designated river in the National Wild and Scenic Rivers system.

B) Consult with the U.S. Department of Interior, National Park Service for impact resolution and mitigation.

Documentation - If the project could not affect a WSR include the WSR list for your state or territory in the ERR. If the project may affect a WSR, consult with the agency responsible for managing the WSR to resolve or mitigate possible adverse effects. The responsible managing agency for each WSR is provided with each WSR description.

Clean Air Act – Sections 176[c] [d] & 40 CFR 6, 51, 93

A) The proposal is located within an “attainment” area for “criteria pollutants”, OR, if within a “non-attainment” area, conforms with the EPA-approved State Implementation Plan (SIP), per contact with the Air Quality Management District or Board, AND the project requires no individual NESHAP permit or notification;

B) Negotiate suitable mitigation measures with the Air Quality Management District or Board, obtain necessary permits, and issue required notices. (For example, 40 CFR §61.145 requires 10-day prior notification to the Air Quality District Administrator whenever either 260 linear ft., 160 sq. ft., or 35 cubic ft., of asbestos containing material is to be disturbed).

Documentation - HUD, in accordance with 40 CFR § 93.153(c) (2), has found that following activities are exempt from determination of conformity requirements:

1. Construction of a roadway with an expected traffic volume of less than 20,000 AADT;

Modification of an existing roadway resulting in an expected increase in traffic volume of less than 10,000 AADT;

In non-attainment areas, construction of 1,000 new parking spaces or addition of 500 parking spaces to an existing facility; and

In attainment areas, construction of 2,000 new parking spaces or addition of 1,000 parking spaces to an existing facility.

If the project will not produce traffic or parking volumes exceeding the criteria for exemption, and result installation of stationary air emitters that require permits under state or territory law (e.g., large generators capable of supporting industrial or medical facilities) place a statement indicating such within the ERR.

If the project will produce traffic or parking volumes exceeding the criteria for exemption, or result in the installation of stationary emitters that requires permits under state or territory law, then State Air Quality program will have to review the project for conformity with the State Implementation Plan (SIP). The abatement of lead-based paint (29 CFR §1926.1025) and asbestos (29 CFR §1926.1001) must be completed by licensed removal specialist.

Farmland Protection – 7 CFR 658

A) The proposal site does not include prime or unique farmland, or other farmland of statewide or local importance as identified by the U.S. Department of Agriculture, Natural Resources Conservation Service NRCS (formerly the Soil Conservation Service, OR the project site includes prime or unique farmland, but is located in an area committed to urban uses;

B) Request evaluation of land type from the NRCS using Form AD-1006, and consider the resulting rating in deciding whether to approve the proposal, as well as mitigation measures (including measures to prevent adverse effects on adjacent farmlands).

Documentation - If the project will not result in new construction the Farmland Protection Policy Act (FPPA) does not apply. For project that result in new construction the FPPA does not apply if the project site is located within: a.) an “urbanized area” on the US Census Bureau Map; b.) an urban area on the USGS topographical map (as indicated by a “tint overprint”); (7 CFR § 658.2[a]); or c.) an area for which the decision to change the project site land use to a nonagricultural use has already been made as a result of local zoning. If the project involves construction on vacant land not located in one of the aforementioned areas, you must contact the local Natural Resource Conservation Service for assistance in determining if the project will affect important farmland.

Environmental Justice – Executive Order 12898

A) The proposed site is suitable for its proposed use and will NOT be adversely impacted by adverse health or environmental conditions;

B) Site suitability is a concern; the proposal is adversely affected by environmental conditions impacting low income or minority populations. Avoid such impacts or mitigate them to the extent practicable. Address and mitigate the

disproportional human health or environmental effects adversely affecting the low income or minority populations OR reject the proposal.

Documentation - Determine if the project will be affected by environmental conditions (i.e., toxic pollutants, hazardous industrial operations, landfills or dumps, foul odor producing operations, explosive or flammable operations, or high automobile or train traffic hazards) that may have disproportional effects on low income or minority populations. If you do not have environmental conditions that may have disproportional effects on low income or minority populations, you do not have an environmental justice impact.

If you have environmental conditions that may have disproportional effects on low income and /or minority populations, go to do an environmental justice query for the area of concern. If the query indicates a potential environmental justice impact, reject the site and / or provide evidence to indicate mitigation of the hazard(s).

Noise Abatement and Control – 24 CFR 51B

A) The proposal does not involve development of noise sensitive uses, OR the project is not within line-of-sight of a major or arterial roadway or railroad, OR ambient noise level is documented to be 65 LDN (CNEL) or less, based upon the HUD Noise Assessment Guidelines (NAG) for calculating noise levels and Airport Noise Contour maps;

B) Apply the noise standard, per 24 CFR §51.101, to the decision whether to approve the proposal (see §51.104), and implement noise attenuation measures (NAG page 39-40) as applicable.

Documentation - This refers to sources of noise that may affect the project. If the project is not located within 1,000 feet of any major highways (such as Interstates, U.S. Highways, State Routes and 4 lane curb-and-gutter roads that typically have Average Annual Daily Traffic volumes > 10,000), 3,000 feet of any railroads or 15 miles of major civilian or military airports document that the project will not be adversely affected by any of these sources by placing a map with the site marked on the map in the ERR. If any of the aforementioned conditions exist, a noise study must be conducted.

If as a result of the noise assessment the project will result in new construction with placement of noise sensitive uses, both interior and exterior, in areas with Normally Unacceptable noise levels (> 65- 75 DNL) modify the project to resolve or mitigate the Normally Unacceptable noise levels, or reject the project site. If as a result of the noise assessment the project will result in new construction with placement of noise sensitive uses, both interior and exterior, in areas with Unacceptable noise levels (> 75 DNL) complete an Environmental Impact Statement (EIS), unless the EIS requirement is waived pursuant to 24 CFR §51.104(b)(2), or reject the project site.

Noise Zone	Day-night average sound level (in decibels)	Special approvals and requirements
Acceptable	Not exceeding 65 dB	None
Normally Unacceptable	Above 65 dB but not exceeding 75 dB	<input type="checkbox"/> Environmental assessment and attenuation required for new construction. <input type="checkbox"/> Attenuation strongly encouraged for major rehabilitation. Note: An environmental impact statement is required if the project site is largely undeveloped or will encourage incompatible development.
Unacceptable	Above 75 dB	

		<input type="checkbox"/> Environmental impact statement required <input type="checkbox"/> Attenuation required for new construction with approval by the Assistant Secretary of CPD or Certifying Officer
--	--	--

Explosive or Flammable Operations – 24 CFR 51 C

A) The proposal is located at an Acceptable Separation Distance (ASD) from any above-ground explosive or flammable fuels or chemicals containers according to “Siting of HUD-Assisted Projects Near Hazardous Facilities” (Appendices F & G, pp. 51-52), OR the proposal will expose neither people nor buildings to such hazards based on field observations; the project will involve new construction or increase in density.

B) Reject the proposal or mitigate the blast overpressure and thermal radiation hazard with the construction of a barrier of adequate size and strength to protect the project and its occupants (per 24 CFR 51.205).

Documentation - This refers to above ground storage tanks of more than 100 gallons storing explosive and flammable liquids. If there are no above ground storage tanks located within 1-mile of the project site, document the findings by including site visit notes, emergency agency correspondence, and copies of maps or aerial photographs reviewed within the ERR.

If there are any above ground storage tanks within 1-mile of the project site call HUD for further guidance or conduct analyses. For new construction you must REJECT the site if it falls within the acceptable separation distance of any thermal or explosive hazards. For more information, see 24 CFR Part 51 Subpart C.

Hazardous Toxic Chemicals and Radioactive Materials – 24 CFR 58.5 [1] [2] [3]

A) The subject and adjacent properties are free of hazardous materials, contamination, toxic chemicals, gasses, and radioactive substances which could affect the health or safety of occupants or conflict with the intended use of the subject property. Particular attention must be given to nearby dumps, landfills, industrial sites and other operations with hazardous wastes or materials.

B) Examine the pathways of exposure, assess the risk of exposure and mitigate the exposure to the toxic contamination accordingly by removing, stabilizing, shielding or encapsulating the toxic substances in accordance with the requirements of the appropriate Federal, state or local oversight agency; OR reject the proposal, particularly if it involves acquisition. (All property proposed for use in HUD programs must 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. This would require a Phase I environmental assessment for multifamily and non-residential properties. All Phase I environmental must meet the ASTM Standard E1527-00). The grantee can utilize the EPA Envirofacts Data Warehouse website <http://www.epa.gov/enviro> as a compliance tool.

Documentation - It is also recommended that you contact the state environmental agency to determine if there are state recorded contaminated sites on or near the project site. You should also observe the site and note the presence or absence potential contamination indicators such as chemical odors, unidentified pipes, soil or pavement staining, distressed vegetation, unidentified barrels or containers, and evidence of frequent automobile or equipment repair activities.

If potential contaminants are identified based on these reviews, a qualified environmental professional must be hired to complete a site investigation to assess for contamination. Single-family projects are when there are one-to-four units; for commercial, industrial and multi-family (five or more units) housing projects, including lease, purchase or rehabilitation

activities, a qualified professional must be hired to complete a Phase I Environmental Site Assessment (Phase I) in accordance with ASTM Standard E-1527-05.

If no potential contaminants or Recognized Environmental Concerns (RECs) are identified, place the documentation to support this finding in the ERR. If potential contaminants or RECs are identified further assessment including completion of additional records reviews or sampling may be needed to determine if contaminants are actually present on the property. If contaminants are present at harmful levels, then the property may be rejected, the contaminants removed (remediated), or, institutional/engineering controls, when allowed by the HUD program, implemented to prevent site users from coming into contact with the contaminants.

Airport Clear Zones and Accident Potential Zones – 24 CFR 51 D

A) The project is not within an FAA-designated civilian airport Runway Clear Zone (RCZ) -or Runway Protection Zone, or within a military airfield Clear Zone (CZ) or Accident Potential Zone (APZ) -Approach Protection Zone, based upon information from the airport or military airfield administrator identifying the boundaries of such zones, OR the project involves only minor rehabilitation, OR the project involves only the sale or purchase of an existing property in the RCZ or CZ; this requires a Notice to the homeowner that the home they are purchasing is in a clear zone.

B) Reject the proposal; if it is HUD policy not to provide any development assistance, subsidy or insurance in RCZs or CZs unless the project will not be frequently used or occupied by people and the airport operator provide written assurance that there are no plans to purchase the project site.

Documentation - If the project is not located within the Runway Clear zone (civil and military airports) or Accident Potential Zone (military airports), document this finding by including within the ERR a map showing the absence of civil airports within 3,000 feet of the project and military airfields within 2.5 miles from the end a runway at a military airfield, or documentation from the civil or military airport operator indicating that the project is not located within the Runway Clear zone or Accident Potential Zone. If the project involves construction or structural improvement and the site is within a Runway Clear zone or Accident Potential Zone, the site must be REJECTED unless the project meets the conditions outlined at 24 CFR §51.303. For more information, see 24 CFR Part 51 Subpart D.

Re-Evaluation of Previously Cleared Projects

Sometimes projects are revised, delayed, or otherwise changed such that a re- evaluation of the Environmental Review is necessary. The purpose of the re-evaluation is to determine whether or not the original findings are still valid. If the original findings are still valid, but the data and conditions upon which they were based have changed, the Recipient must update their ERR by including this re-evaluation and its determination based on the changed circumstances. If it is determined that the original findings are no longer valid, and a reevaluation indicates potentially significant impacts, the Grantee must prepare an EA or EIS that includes:

A written statement that explains how this re-evaluation was conducted and includes documentation of the results.

References the previous Environmental Review record.

Describes both the old and new project activities and provides maps outlining both the old and new project areas.

Determines if FONSI is still valid.

Is signed and dated by the Certifying Officer.

The written statement is placed in the ERR.

ATTACHMENT A: PRICING

The undersigned hereby declares that he/she has carefully examined the specifications, and will provide and perform all work in accordance with Scope of Work, and the requirements under them for the following sum of:

TOTAL BASE PROPOSAL	Dollars \$
----------------------------	-------------------

ATTACHMENT B: INSTRUCTIONS TO BIDDERS

City of Rocky Mount Instructions to Bidders Review <https://rockymountnc.gov/services-finance-vendor-registration/>

ATTACHMENT C: ACCEPTANCE OF GENERAL TERMS & CONDITIONS

Review Terms and Conditions: General at <https://rockymountnc.gov/services-finance-vendor-registration/> Terms and conditions on the vendor webpage that do not apply to this bid: Federal UG Terms, FEMA Contract Provisions, Sample Contract Terms.

- Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.