



**Wake Forest Board of Commissioners Work Session
Meeting Agenda
July 1, 2025 – at 6:00 PM
All items listed are for discussion and possible action.**

Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Evelyn Wright](#) at 919-435-9432 as soon as possible, but no later than 48 hours before the scheduled event.

Cable & Online Broadcast of Board of Commissioners Meetings

All Board of Commissioners meetings are broadcast live on [WFTV 10](#) beginning at 6 p.m. Meetings are also aired online on the [Public Meetings Portal](#) on the [Town of Wake Forest website](#). Archived meeting videos are also provided and available for one year after the original air date.

Meeting Agendas

The [Board of Commissioners](#) meeting agenda is available to be viewed and downloaded by noon on the Friday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Deputy Town Clerk's office at 919-435-9432. Citizens may also receive a copy of each month's agenda via email by enrolling in the free [E-Notifier](#) subscription service.

Public Hearings

When an agenda item is denoted as a [Public Hearing](#), persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given three minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed three minutes each to express his/her comments, ideas, concerns, expressions, and desires. Only comments on a Public Hearing will be allowed during this time.

Public Comment

During the Public Comment period, anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the Board of Commissioner Public Comment Form on the [Town website](#). Then, during the Public Comment portion of the meeting, Mayor Jones will recognize you and invite you to the podium at which time you will have three minutes to speak. Thank you for your cooperation.

1. Presentations

- 1.1 Swearing in of Police Chief Julius Jefferson
- 1.2 Approval to schedule the public notice stating the Town of Wake Forest is exchanging 0.8 acres (PIN 1841318743) valued at \$670,000 for 1.0081 acres (portion of PINs 1841411585 and 1841319403, PINs 1841318377 and 1841318341) valued at \$790,000 currently owned by Southeastern Baptist Theological Seminary.
[Summary Land Exchange.pdf](#)
- 1.3 Presentation of Wake Forest recodification project- Final Update.
[Summary Recodification.pdf](#)
[Attachment A Recodification Adopting Ordinance 2025.docx](#)
- 1.4 Presentation of a Contract with Blue Strike Environmental to Develop a Sustainability Plan
[Sustainability Plan Contract Agenda Summary.pdf](#)
[Attachment A - Sustainability Plan Scope of Work, Timeline, and Fee](#)
[Attachment B - RFQ #2024-0003 and Addendum](#)
- 1.5 Presentation of the Amended Personnel Policies & Procedures

2. Discussion of Monthly Financial Report

- 2.1 Discussion of May Financial Summaries
[Monthly Financial Report_summary.pdf](#)
[May 31, 2025 Financial Summaries.pdf](#)

3. Review of Draft Agenda for Upcoming Regular Meeting

- 3.1 Draft Board of Commissioners Agenda July 15, 2025
[Board of Commissioners DRAFT Agenda 7-15-2025.pdf](#)

4. Commissioner Reports

5. Other Business

- 5.1 Closed Session: NCGS 143-318.11(5)

6. Adjournment



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-504-

Submitted by: Kip Padgett, Administration

Submitting Department: Administration

Meeting Date: July 1, 2025

Subject

Swearing in of Police Chief Julius Jefferson

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-488-

Submitted by: Allison Snyder, Administration

Submitting Department: Administration

Meeting Date: July 1, 2025

Subject

Approval to schedule the public notice stating the Town of Wake Forest is exchanging 0.8 acres (PIN 1841318743) valued at \$670,000 for 1.0081 acres (portion of PINs 1841411585 and 1841319403, PINs 1841318377 and 1841318341) valued at \$790,000 currently owned by Southeastern Baptist Theological Seminary.

Recommendation:

item Summary:

ATTACHMENTS:

- [Summary Land Exchange.pdf](#)

Agenda Item: Presentation to request the authorization to begin proceedings for the exchange of real property between the Town of Wake Forest and Southeastern Baptist Theological Seminary.

Summary:

The NC General Statutes Chapter 160A-271 allow a Town and a private entity to swap real property for full and fair consideration. The public notice stating the Town of Wake Forest is exchanging 0.8 acres (PIN 1841318743) valued at \$670,000 for 1.0081 acres (portion of PINs 1841411585 and 1841319403, PINs 1841318377 and 1841318341) valued at \$790,000 currently owned by Southeastern Baptist Theological Seminary will be posted in the News and Observer on July 1st.

The intent of this presentation is to outline the tentative agreement, alert the board of public notice, and ask for consideration of approval at the next board meeting to authorize the exchange.

Attachments:

None



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-491-

Submitted by: Allison Snyder, Administration

Submitting Department: Administration

Meeting Date: July 1, 2025

Subject

Presentation of Wake Forest recodification project- Final Update.

Recommendation:

item Summary:

ATTACHMENTS:

- [Summary Recodification.pdf](#)
- [Attachment A Recodification Adopting Ordinance 2025.docx](#)

Agenda Item: Presentation of the code of ordinances recodification project.

Summary: Recodification is a process of updating the entire code of ordinances to incorporate any changes in state code. This project started in May of 2023 and was last completed in the early 2000s. The draft updates were presented to the Board of Commissioners at their January 2025 retreat. At the staff retreat changes occurring in each chapter were presented. Staff will focus the July 2025 presentation on true process changes that occurred because of this project.

Attachments:

Attachment A: Recodification Adopting Ordinance 2025

ORDINANCE NO.

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

Be it ordained by the Board of Commissioners of the Town of Wake Forest:

Section 1. The Code entitled "Code of Ordinances, Town of Wake Forest, North Carolina," published by CivicPlus, LLC, consisting of chapters 1 through 34, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before August 20, 2024, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in Section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be fined not more than \$500.00. Except as otherwise provided by law or ordinance:

(i) With respect to violations of this Code that are continuous with respect to time, each day that the violation continues is a separate offense. (ii) With respect to violations that are not continuous with respect to time, each act constitutes a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the town may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after August 20, 2024, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. This ordinance shall become effective _____, 2025.

Duly adopted this _____ day of _____, 2025.

Vivian A. Jones, Mayor

ATTEST:

Evelyn Wright, Wake Forest Town Clerk

APPROVED AS TO FORM:

Nathan L. McKinney, Wake Forest Town Attorney



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-493-

Submitted by: Kari Grace, Senior Planner, Planning

Submitting Department: Planning

Meeting Date: July 1, 2025

Subject

Presentation of a Contract with Blue Strike Environmental to Develop a Sustainability Plan

Recommendation:

item Summary:

ATTACHMENTS:

- [Sustainability Plan Contract Agenda Summary.pdf](#)
- [Attachment A - Sustainability Plan Scope of Work, Timeline, and Fee](#)
- [Attachment B - RFQ #2024-0003 and Addendum](#)

Agenda Item: Presentation of a Contract with Blue Strike Environmental to Develop a Sustainability Plan

Summary: A Request for Qualifications, RFQ #2024-0003, was issued on February 10, 2025 for development of a Sustainability Plan, which is one of the Strategic Plan initiatives. The Town received 14 responses by the published deadline. Based on the review of the RFQ responses and interviews with the three highest ranked firms, the Town selected Blue Strike Environmental as the most qualified. Staff reviewed the scope of work, timeline, and fee proposed by Blue Strike. The proposed fee of \$160,510 is within the annual budget amount approved by the Board of Commissioners. Per the purchasing policy, professional service contracts within budgetary appropriations can be approved by the Town Manager. Therefore, this presentation is provided for informational purposes.

Attachments: Attachment A – Sustainability Plan Scope of Work, Timeline, and Fee
Attachment B – RFQ #2024-0003 and Addendum

Wake Forest Sustainability Plan Work Plan

June 25, 2025

The Wake Forest Sustainability Plan is designed to be inclusive, actionable, and informed by robust technical analysis and diverse community input. The project is structured into seven primary tasks and includes 21 specific engagement activities, to ensure broad and representative participation across sectors and demographics.

Total time for completion of the project is estimated at 16 months; and the total cost is not to exceed \$160,510. Both the cost and the timeline can be viewed in table form [here](#). Blue Strike (BSE) will undertake the following activities.

1. Project Initiation

This foundational phase is designed to facilitate clear alignment between the consultant team and Town staff, establishing a roadmap for execution.

- **Project Plan & Timeline:**
Development of a detailed project management plan including the scope, phasing, deliverables, and internal review schedules, synchronizing consultant and staff responsibilities and setting clear expectations.
- **Kickoff Meeting:**
An initial virtual meeting to launch the project, confirm points of contact, review initial datasets, and align on engagement strategy.
- **Bi-Weekly Progress Meetings:**
Standing check-ins (via Zoom) between the consultant team and Town project manager every two weeks to review progress, surface issues, and adaptively manage the schedule.
- **Monthly Memos & Invoices:**
Submission of monthly written updates summarizing work completed, percent complete by task, and costs incurred — aligned with monthly invoicing for transparency.
- **Project Branding:**
A Branding icon will be developed for use on materials throughout the project. Several initial drafts will be submitted for feedback, after which adjustments will be made to produce a final product. Wake Forest design parameters will be used in the design.

2. Existing Conditions Analysis

This phase establishes a data-rich understanding of where Wake Forest stands today.

- **Policy & Plan Review:**
Assessment of over a dozen Town plans and studies, as well as relevant regional and state plans, to ensure alignment and identify gaps or duplicative efforts.
- **Climate Vulnerability Assessment:**
Analysis of Wake Forest's exposure to and impacts of future climate stressors such as heat, flooding, storms, climate migration and other vulnerabilities as informed by regional projections and community knowledge. Includes ArcGIS Map.
- **GHG Inventory (Community & Municipal):**
Calculation of greenhouse gas emissions using ClearPath or similar tools to set a baseline for mitigation planning.
- **Demographic & Socioeconomic Analysis:**
Data visualization of community characteristics such as income, age, race, housing, and access to green space to ensure equity is considered throughout.
- **Gap Analysis:**
Benchmarking of Town policies and programs against peer communities in North Carolina and best practices in municipal sustainability.
- **Existing Conditions Report:**
An Existing Conditions report will be developed (also called a Baseline Report), that summarizes the analysis. (For all reports, a "initial draft," second draft, and final draft will be provided with time for staff review between each version.)

3. Community Engagement and Outreach

This is the heart of the plan's inclusive design, ensuring feedback from community members, staff, students, businesses, nonprofits, and elected officials. It includes 21 total events, categorized and explained below. In order to facilitate as much in-person engagement as possible, up to six dedicated engagement trips will be coordinated, during which meetings can take place with a broad set of stakeholders and project participants, including 1) the steering committee, 2) the public (through open houses and popup events), 3) staff focus groups, 4) stakeholder focus groups, and 5) the planning board, and 6) the board of commissioners. An Engagement Summary Report will serve as a deliverable for this task.

Steering Committee Meetings (3 total)

- **Steering Committee 1: Initial Meeting**
This kickoff meeting introduces committee members, committee role and expectations, outlines project goals, and gathers early input on key concerns, engagement goals, and definitions of success.
- **Steering Committee 2: Midpoint Meeting**
The committee reviews findings from the GHG inventory, vulnerability assessment, and community engagement to help shape the draft goals and strategies.

- **Steering Committee 3: Final Meeting**

The committee provides feedback on the near-final plan and helps validate the alignment of recommendations with community values.

- **Minutes**

After each Steering Committee meeting, minutes will be prepared by BSE in accordance with NC State law.

Community Survey (1 total)

- **Community Survey:**

A short, user-friendly online survey distributed through the Town's engagement website and partner networks. It will ask residents to identify their top sustainability concerns (e.g., flooding, heat, energy costs) and rank solutions or priorities. Demographic questions will help assess the representativeness of responses.

BSE will produce: 1) an initial draft, 2) a second draft, and 3) a final draft of the survey, with time for staff review between each version.

An initial draft of a summary report of the survey will be delivered within two weeks of the close of the survey. (A series of drafts and reviews similar to other deliverables will be provided.)

Public Open Houses (2 total)

- **Public Open House 1: Existing Conditions Input**

An in-person, drop-in-style event where participants learn about Wake Forest's current environmental conditions, challenges, and opportunities. Participants will share local observations and weigh in on priorities for the plan.

- **Public Open House 2: Draft Plan Review**

A second open house will present draft goals, strategies, and implementation actions. Attendees can provide feedback to refine the plan before finalization.

- **Engagement Materials**

BSE will develop the engagement materials for marketing of the Public Open Houses and for the events themselves (the Town will print the materials and supply sticky-notes, markers, pens, stickers, etc.). Drafts of these materials will be provided with time for staff review, and the integration of feedback, prior to printing deadlines.

Pop-Up Engagements (3 total)

- **Pop-Up 1: Farmer's Market**

A staffed booth with simple displays and conversation prompts to engage residents who may not attend formal meetings.

- **Pop-Ups 2 & 3: Library or Similar Public Spaces**

Informal engagement stations in high-traffic community locations to solicit comments from diverse and potentially underrepresented groups.

- **Engagement Materials**
BSE will develop the engagement materials for use at the pop-up events. Drafts of these materials will be provided with time for staff review, and the integration of feedback, prior to printing deadlines.

Staff Focus Groups (3 total)

- **Staff Focus Group A (e.g., Public Works, Utilities):**
Understand operational energy use, resource challenges, and climate preparedness from a service delivery perspective.
- **Staff Focus Group B (e.g., Planning, Parks, Housing):**
Explore sustainability opportunities in land use, building design, parks programming, and community development.
- **Staff Focus Group C (e.g., Finance, HR, Administration):**
Gather input on internal policy, procurement, and cross-departmental coordination needs.

Stakeholder Focus Groups (3 total)

- **Private Sector Focus Group:**
Local business representatives will share insight into barriers and opportunities for sustainable practices, transportation access, and energy programs.
- **NGO Focus Group:**
Community nonprofits, advocacy groups, and civic organizations will provide perspectives on equity, outreach strategies, and social dimensions of sustainability.
- **High School Student Focus Group:**
Youth perspectives will be solicited to help define generational priorities and highlight long-term sustainability concerns.

Presentations to Local Officials (6 total)

- **Board of Commissioners (3 Presentations):**
 - **Initial Presentation** to introduce the planning process, goals, and approach.
 - **Mid-Project Update** to share key findings from the assessments and engagement.
 - **Final Presentation(s)** during the plan approval process. Optional second presentation (for a total of 4) for the adoption process.
- **Planning Board (3 Presentations):**
 - **Initial Presentation** to align with the land use and development vision.
 - **Mid-Project Update** on findings and preliminary strategies.
 - **Final Presentation** for formal recommendation before adoption.

Drafts of these presentations will be provided with time for staff review, and the integration of feedback, prior to the required deadlines.

Engagement Report:

An Engagement Report will be developed and delivered, that summarizes the various activities, key takeaways and major themes uncovered during the series of engagement activities.

4. Vision and Goals

- **Vision Statement:**

Crafted from community input, the vision will express Wake Forest's aspirations for a sustainable, inclusive, and resilient future.

- **Goals:**

Strategic goals will support the vision across key themes (e.g., energy, water, mobility, ecosystems), helping organize future action.

- **Sustainability Framework:**

Thematic areas in a sustainability framework represent the key focus points for action and measurement. Together, they provide a comprehensive structure for addressing interconnected sustainability challenges across environmental, social, and economic dimensions

The development of content under this task will be included in project management meetings at the appropriate time. All written versions will be delivered via the three staged draft process mentioned above.

5. Recommendations and Strategies

This phase of the planning process focuses on developing actionable, well-prioritized strategies that guide Wake Forest toward achieving its sustainability goals. Strategies will be grounded in the community's values, supported by data, and aligned with technical assessments. Each recommendation will be structured to clarify timing, scope, impact, and implementation approach.

- **Organizing by Timeframe**

Each recommendation will be categorized based on when it can realistically be implemented. Short-term strategies (0–2 years) will consist of low-barrier actions such as policy changes, awareness campaigns, or operational improvements. Medium-term strategies (3–5 years) may require budgeting cycles, additional staff resources, or external partnerships. Long-term strategies (5+ years) will include more transformative efforts, such as large infrastructure projects or regulatory overhauls that need sustained commitment and coordination.

- **Categorizing by Policy Area**

Recommendations will be grouped into policy areas that align with the plan's sustainability themes—such as energy and buildings, mobility, natural systems, waste, resilience, and governance. This categorization helps the Town understand how strategies relate to existing departmental responsibilities and supports balanced implementation across sectors.

- **Estimating GHG Reduction Potential**

Where feasible, each strategy will be evaluated for its potential to reduce greenhouse gas emissions. This assessment will help the Town identify which actions contribute most significantly to community-wide and municipal carbon reduction goals. Strategies will be labeled as high, medium, or low impact to assist with prioritization and planning.

- **Identifying Co-Benefits**

Beyond emissions reductions, strategies will be examined for their social, environmental, and economic co-benefits. These may include improved public health, resilience to extreme weather, cost savings for residents, increased mobility access, or economic development opportunities. Highlighting co-benefits helps build broader community and political support and ensures alignment with other Town priorities.

- **Mapping Implementation Responsibility**

For internal use, each recommendation will identify a lead entity—typically a Town department—and any necessary supporting partners. This clarity ensures that no strategy is left without a clear owner and that internal collaboration and capacity planning can begin early in the implementation process. A list of potential partners and leads will be included in the plan.

- **What You Can Do Guide**

A dedicated section of strategy elements will highlight specific actions residents and businesses can take to enhance their own sustainability efforts, and describe what impacts those actions have.

- **Assessing Funding Pathways**

For internal use, implementation planning will include initial guidance on how each strategy might be funded or financed. This may include local operational or capital budgets, external grant opportunities, partnerships with utilities or nonprofits, or incentives and rebates. Understanding potential funding options upfront helps the Town identify low-hanging fruit and prepare for more complex funding scenarios. A list of potential partners and leads will be included in the plan.

- **Prioritization Criteria**

To support transparent decision-making, a prioritization lens will be applied to all strategies. Criteria may include cost-effectiveness, feasibility, readiness, equity impact, staff capacity, and alignment with existing Town policies. This process helps staff and elected officials focus efforts on strategies that are most likely to succeed and deliver meaningful benefits.

Staff will remain integrally involved in reviewing the priorities and design of the recommendations and strategies. BSE will leverage its Sustainability Action Tracker to facilitate online collaborative approvals of all strategies and action steps.

The development of content under this task will also be included in project management meetings at the appropriate time. All written versions will be delivered via the three staged draft process mentioned above.

6. Implementation Planning

- **Implementation Matrix:**

A summary table that maps each strategy to timing and goals with information on responsible departments, partners, and potential funding sources provided to help guide future decision-making and budget alignment.

Similarly, staff will remain integrally involved in reviewing the priorities and design of the implementation steps. BSE's Sustainability Action Tracker will further facilitate online collaboration at this stage. All written versions will be delivered via the three staged draft process mentioned above.

7. Final Draft and Adoption

- **Final Draft Plan:**

A full document incorporating synthesized feedback and technical findings, vision, goals, recommendations and strategies, implementation planning, and graphics for review by staff and the public. Three drafts (with two feedback stages) will be delivered. In addition, one final "minor edit" round of feedback will be collected following the creation of the final pdf. All documents, images, data, shapefiles, etc. will be shared with the Town in final and native formats at the conclusion of the project.

- **Public Meetings for Plan Adoption:**

Formal presentations of the final plan to the Planning Board and Board of Commissioners for endorsement and adoption is presented in Table 1.

- **Story Map:**

ArcGIS StoryMap, representing Executive Summary of the Plan. This is a visually appealing online document for use on the Town's website, showcasing highlights of the Plan.

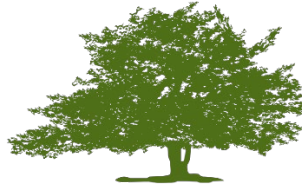
Conclusion

The development of the Wake Forest Sustainability Plan is a robust, community-centered effort that balances deep analysis with inclusive engagement. It is designed to elevate local voices, cultivate interdepartmental coordination, and guide Wake Forest toward a more resilient and sustainable future.

Table 1: Trip engagement activities

Trip	Engagement Activities (BSE)
1 Initiation & Existing Conditions Input	Steering Committee Meeting #1 BOC Presentation #1 PB Presentation #1 (Focus Groups)
2 Existing Conditions Feedback & Goal Input	Steering Committee Meeting #2 BOC Presentation #2 PB Presentation #2

	Open House #1 (Focus Groups and Pop Up)
3 Draft Plan	Steering Committee Meeting #3 Open House #2 (Pop Up)
4 Adoption	PB Presentation #3 (adoption)
5 Adoption	BOC Presentation #3 (adoption - work session)
6 Adoption (optional)	BOC Presentation #4 (adoption - public hearing/vote) Staff or BSE as needed



TOWN *of* WAKE FOREST

REQUEST FOR QUALIFICATIONS (RFQ # 24-0003)

for the

TOWN OF WAKE FOREST SUSTAINABILITY PLAN

DATE ISSUED

Monday, February 10, 2025

QUESTIONS AND CLARIFICATIONS DUE DATE

Friday, February 21, 2025

5:00 p.m. EST

DUE DATE

Friday, March 7, 2025

2:00 p.m. EST

E-Mail Address for Questions, Clarifications, and Submittal

kgrace@wakeforestnc.gov

E-Mail Address Submittal (Required)

kgrace@wakeforestnc.gov

Physical Acceptance Location and Mailing Address (flash drive only)

Town of Wake Forest Town Hall
Attn: Kari Grace, Projects and Programs Manager
301 South Brooks Street, Ground Floor
Wake Forest, NC 27587-2901

TABLE OF CONTENTS

I.	Background	3
II.	Scope of Services	5
III.	Content and Format of Proposal Package	5
IV.	Submittal Process Details	7
V.	Questions and Clarifications.....	9
VI.	Submittal.....	9
VII.	Anticipated Schedule	8
VIII.	Selection Process	8
IX.	Evaluation Criteria	11
APPENDIX A.....	Error! Bookmark not defined.	0

Notice

The Town of Wake Forest (as referred to as “the Town” or “Wake Forest”) is soliciting proposals from firm(s), organization(s), and/or team(s) qualified to provide professional services in its effort to draft a Sustainability Plan. This project would focus on developing practical policies focused on both organizational and community-wide sustainability – meaning, policies that meet the needs of the present, without compromising the ability of future generations to meet their needs. Specifically, this project should include, but not be limited to, policies focused on energy, protection of natural ecosystems, resiliency, land use, mobility, waste management, and water quality.

The Town seeks to identify qualified consultants who have robust knowledge in sustainability planning, Adobe InDesign, Adobe Illustrator, and GIS, as well as experience developing quality graphics. All respondents to this Request for Qualifications (RFQ # 24-0003) are subject to the instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully.

I. Background**Town of Wake Forest**

Wake Forest is part of the Research Triangle, one of the fastest growing regions in the country, and located minutes from Raleigh, the state capital. In the past few decades, Wake Forest has transformed from a small, rural town into a thriving suburban community with an estimated population close to 60,000 residents.

Relevant Documents:**[2022 Community Plan](#)**

The Community Plan and Future Land Use Map is Wake Forest’s comprehensive land use plan that creates a long-term vision for the Town to implement over the next 10 to 20 years. The Community Plan outlines the critical steps essential to ensure future growth and development in the Town aligns with the community’s priorities. The Community Plan provides high-level guidance on sustainable development policies that aim to reduce car dependency, improve walkability, promote green building techniques, and encourage green infrastructure.

[2019 Comprehensive Transportation Plan \(CTP\)](#)

The Comprehensive Transportation Plan (CTP) provides a vision for the future of multi-modal transportation in Wake Forest. The document is intended to guide significant investments in transportation infrastructure and services over the next 20 years. The Plan is also an integral part of the Town’s development review process, as it determines the extent of required infrastructure improvements for new development. These required improvements are largely communicated

through maps, tables, and cross-section drawings. The CTP prescribes a balanced approach to transportation, recommending a multi-modal network for Wake Forest, not solely relying on personal vehicles. Specifically, the Plan calls for an extensive greenway network, multi-use paths, regional commuter rail, and robust local transit. Please note, this Plan is currently undergoing an update.

[2023 Wake Forest Public Transit Plan](#)

The Wake Forest Public Transit Plan analyzes various alternatives for public transit in Wake Forest, including fixed-route bus transit and on-demand microtransit. As of October 1, 2024, the Town suspended its local fixed-route bus service and replaced it with an on-demand microtransit service, which has resulted in a substantial increase in transit ridership.

[2024 Wake Forest Parks, Recreation, and Cultural Resources Master Plan \(PRCRMP\)](#)

The Wake Forest Parks, Recreation, and Cultural Resources Master Plan (PRCRMP) is a visionary Plan that is intended to guide the growth and operations of Wake Forest's Parks, Recreation, and Cultural Resources Department's facilities and programming over the course of five years. The Plan offers guidance on community health & wellness, equitable access to recreational and natural resources, preservation of priority greenspaces, sustainable practices for facilities and programming, ecological connectivity, and community stewardship.

[2013 Urban Forestry Management Plan](#)

The Urban Forestry Management Plan was adopted to assess the Town's urban forestry resources and program, set urban forest goals and priorities, and identify methods, resources, and personnel necessary to achieve the goals. This plan is scheduled to undergo an update.

[2023 Wake County Land Cover Analysis and Tree Canopy Assessment](#)

Wake County completed a county-wide analysis and assessment of land cover and tree canopy as it existed in 2020. The report is intended to serve as a resource for using data to measure land cover impacts and identify opportunities.

[2024 Wake County Multi-Jurisdictional Hazard Mitigation Plan](#)

The Multi-Jurisdictional Hazard Mitigation Plan includes hazard risk assessment, capability assessment, hazard mitigation strategies, and hazard mitigation action plans.

[Watershed Studies](#)

There are several protected and critical watershed areas within Wake Forest's jurisdiction that have been studied or are currently being studied – [Smith Creek Watershed](#), [Toms Creek Watershed](#), Richland Creek Watershed, and [Horse Creek Watershed](#), along with specific flood prone neighborhoods and [downtown Wake Forest](#). These studies address water quality, stream health, infrastructure, and flooding/drainage and include recommended capital projects. The Town is also a member of the Upper Neuse River Basin Association ([UNRBA](#)) and is a participant in their

Interim Alternative Implementation Approach (IAIA), which requires contributions to water quality and water quantity projects.

2022 Solid Waste Management Plan

The Five-Year Plan for the Solid Waste Division is a guideline for goals and objectives for the solid waste department over a span of five years. The plan provides insight to potential departmental growth, goals for currently existing programs, goals for community program development, and forecasting needs as the community continues to increase service needs for solid waste management. This plan is limited to the programs and efforts that are controlled within the community and is not largely inclusive of external factors that may impact the solid waste program within the Town.

II. Scope of Services

The Sustainability Plan should include the following work tasks and information. Alternative services and deliverables may be proposed on evidence of the need to meet the purpose of the RFQ. Proposals that do not include all tasks will not be considered.

Task 1 – Project Initiation

- Develop an estimated timeline for the duration of the project. The timeline should include project phasing for primary tasks, key deliverables, and staff review periods for deliverables.
- Develop a corresponding work schedule that demonstrates how the submitting firm will manage its responsibilities and work scheduled to be performed, including work of and with Town personnel including time for staff reviews of drafts.
- Hold a kick-off meeting with Town of Wake Forest staff to review timeline, scope, administrative procedures and share information about potential issues and areas of concern.
- Hold bi-weekly progress meetings with the Project Manager.
- Provide monthly invoice and progress statements with tasks outlined and percentage complete listed.

Task 2 – Community Engagement and Outreach

- Identify how all stakeholders will be engaged.
- Include both traditional and non-traditional outreach methods.
- Identify public, non-profit, or other entities to engage with throughout this planning process.
- Identify key themes or principles from the public outreach.
- Prepare Plan related outreach materials.
- Present to the Planning Board and Board of Commissioners at key project benchmarks, Planning Board recommendation, and Board of Commissioner adoption meetings.

- Engagement should occur throughout the course of the project.

Task 3 – Existing Conditions Analysis

- Identify and review existing plans, policies, and practices related to sustainability efforts, including relevant Town and Regional plan documents outlined in Section I: Background.
- Conduct a climate vulnerability assessment using reputable to determine climate risks and potential climate changes (e.g. high heat index and potential extreme cold weather days, floodplain conditions, weather and rainfall pattern shifts etc.) that are and could impact the community and Town operations to inform adaptation and resiliency strategies.
- Conduct a greenhouse gas inventory using reputable data to establish a baseline of both community-wide and municipal emissions to inform climate mitigation strategies.
- Prepare analysis on demographic, and socio-economic trends in and around Wake Forest using primary, reliable sources and illustrated with charts, graphs, and graphics.
- Conduct a gap analysis on the Town’s current level of sustainable practices in comparison with best practices from peer communities.

Task 4 – Vision and Goals

- Define the Plan’s purpose.
- Create a unified Plan vision with supporting goals based on analysis, public outreach themes or principles, and local, regional, and state initiatives.

Task 5 – Recommendations and Strategies

- Formulate short and long-term recommendations and strategies that are linked to the key themes or principles.

Task 6 – Implementation

- Summarize recommended policies in an implementation table/matrix.

Task 7 – Final Draft and Adoption

- Prepare final draft of Sustainability Plan with all components.

Reviews

Each phase of the project will be subjected to a multi-stage review process. Town staff will review the drafts and advise the consultant of needed changes. Each task or phase within a task may include up to three staff reviews of materials and deliverables. Once staff review the compiled plan is completed with revisions incorporated, the consultant will be advised to produce a draft for presentation to the Board of Commissioners and the Planning Board for adoption consideration. This stage consists of a minimum of three public meetings. Following the Board of Commissioners

and Planning Board presentations, up to two additional review cycles may be necessary to incorporate any recommended changes during the adoption process.

Documents

Document Layout and Data

The Sustainability Plan shall be a user-friendly and image-rich document. This includes hyperlinked references within the document and to external resources for ease of use. Data used within the Sustainability Plan and any reports or presentations should be properly cited and presented in a clearly understandable manner.

Media and File Formats

Reports shall be delivered to the Town in their native format(s) (current software version) and Adobe PDF format. Reports distributed to stakeholders or placed on the internet for public access will be in Adobe PDF format. Presentations shall be produced and delivered in Microsoft PowerPoint, and public versions will be delivered in Adobe PDF format. Images and figures used for public outreach shall be produced by the consultant. Reports are to be dated and identified as either draft or adopted, as appropriate. Submittal of final documents shall be accompanied by the files, in their native format, that were used to generate graphics displayed in the reports.

III. Content and Format of Proposal Package

Firms submitting proposals shall have no association with elected or appointed officials that could be considered a conflict of interest. Any such relationship will subject the firm to immediate disqualification in consideration for this project. A selection committee will evaluate the submittals and may elect to select a proposal based on the responses as submitted or elect to conduct interviews with firm(s) prior to recommending a firm.

The submission shall be a maximum 20 pages front and back or 40 pages single-sided. Only digital Work Samples, which are excluded from the page limit, will be accepted. Submittals shall include the following:

Letter of Interest:

The letter of interest provided in the submission shall include the following:

- The name and address of the prime consultant and the state in which it is incorporated and chiefly located.
- The name and address of each sub-consultant and the state in which each entity is incorporated and chiefly located, if sub-consultant is part of team.
- A brief description of the proposer (prime and sub-consultants, if applicable), and its interest in performing the required professional services.
- The name, address, phone, and e-mail address of the designated contact for the proposer (prime consultant).

- A statement indicating any judgments against the proposer (prime, sub-consultants, and third-party consultants) within the last five (5) years, or pending litigation, related to professional conduct or services.
- Acknowledgement of all addenda to the RFQ # 24-0003 document, if applicable.
- Signature of a duly authorized official of the consultant firm or other person fully authorized to act on behalf of the firm or team.

Firm and Staff Qualifications:

The submission shall include a general description of the firm and its background as it relates to this project. Specific information regarding the firm and staff shall be submitted and include:

- Information regarding the firm's previous experience with similar or related projects, performed within the last 5 years, including a brief description of these projects and project staffing.
- Information on the firm's (including subconsultants, if applicable) previous experience successfully engaging communities in sustainability policies.
- Information on the firm's (including subconsultants, if applicable) experience developing sustainability plans.
- Information demonstrating the firm and staff capabilities to perform all aspects of this project.
- Information regarding the expertise and experience of staff person(s) assigned to work on the project. It should also contain specific proposed responsibilities of the project staff person(s).
- A description and organizational chart showing the structure of the proposer's team, inter-relationships, areas of responsibility and the names and current professional licenses of key personnel assigned to the project along with their areas of responsibility. Note: no substitutions to the proposed project team of the selected firm(s) can be made without the prior written approval of the Town.
- Information on the current and projected workload of key staff to be assigned to this project, including level and magnitude of involvement.
- The firm and staff qualification information for each sub-consultant, a description of the services the firm performed, as well as related projects and references, if sub-consultant is part of team.
- Three references including client name, address, contact person, telephone number, email, project start and end date as well as a project description. References should be for similar or related projects on which key staff that are proposed for this project have worked.

Project Approach:

The submission shall include a response to each task in the Scope of Services and identify how the requirements will be met. Each response will also include, but is not limited to, a detailed statement of how the submitting firm intends to approach the work required.

Anticipated Schedule:

The submission shall include an anticipated schedule with the timeframe for each task incorporated. The submission shall demonstrate how the submitting firm will manage its responsibilities and work scheduled to be performed, including work of and with Town personnel.

Work Samples:

The submission shall include three recent work samples of sustainability plans or studies relevant to the Town's proposed scope of services in terms of scale and objectives. These examples should showcase the graphic communication and writing skills of the project team. Work samples must show graphics and layouts that can be performed by the consultant team listed in the proposal.

Media and File Formats:

All proposal documents shall be delivered to the Town in Adobe PDF format.

IV. Submittal Process Details

Firm selection will be based on content, completeness, and presentation of information contained within the submittal package, consisting of the letter of interest, firm (prime and subconsultants) and staff qualifications and relevant experience, project approach, anticipated schedule, and work samples related to preparing access management studies for comparable jurisdictions as detailed in the Evaluation Criteria section of this RFQ.

The Town of Wake Forest reserves the right to reject any responses to this RFQ that do not comply with the content and format of proposal requirements. The Town can also conduct discussions with any or all respondents. The Town accepts no financial responsibility for any costs or expenses incurred by any entity in responding to this RFQ. All submissions may be kept by the Town and may be disclosed to third parties at the Town's discretion.

V. Questions and Clarifications

All questions shall be submitted to Kari Grace, Projects and Programs Manager, via email (kgrace@wakeforestnc.gov), no later than 5:00 p.m. on Friday, February 21, 2025. Questions submitted later than this deadline will not be considered. An addendum with questions and answers, if necessary, will be published on the Town website by 5:00 p.m. on Wednesday, February 26, 2025.

VI. Submittal

The deadline for submittals is 2:00 p.m. on Friday, March 7, 2025. No submissions or supporting documents will be accepted after this deadline. Submittals shall be emailed to kgrace@wakeforestnc.gov or flash drive delivered to the address below. The email subject line for

the submittal package shall be labeled **REQUEST FOR QUALIFICATIONS – WAKE FOREST SUSTAINABILITY PLAN**. Physical delivery shall be a flash drive only, enclosed in an envelope marked **REQUEST FOR QUALIFICATIONS – WAKE FOREST SUSTAINABILITY PLAN**. All proposal packages and materials submitted hereunder become the exclusive property of the Town of Wake Forest.

Physical Acceptance Location and Mailing Address (flash drive only)

Town of Wake Forest Town Hall
Attn: Kari Grace, Projects and Programs Manager
301 South Brooks Street, Ground Floor
Wake Forest, NC 27587-2901

VII. Anticipated Schedule

- 02/10/2025 RFQ # 24-0003 Release.
- 02/21/2025: Questions and clarifications deadline.
- 02/26/2025: Questions and clarifications response posted online.
- 03/07/2025: Submission deadline.
- 03/10/2025 – 03/27/2025: Selection committee review of submittals.
- 04/02/2025 – 04/11/2025: Virtual interviews conducted with selected consultants, if necessary.
- 04/14/2025: Highest ranked firm notified.
- 05/20/2025: Contract approved; non-selected firms notified.
- 05/21/2025 – 05/28/25: Contract finalization.
- 05/29/2025: Project commences.

VIII. Selection Process

This RFQ provides information necessary to prepare and submit proposals for consideration and ranking by the Town. It is the intent of the Town to appoint a selection committee to review the submitted proposals. This committee will review each qualification submittal and rank the submittal based on the criteria requirements specified within this RFQ. The Town may invite firms for interviews, but this is not a required step in the selection process. At the conclusion of the interviews (if held), the selection committee will rank the firms based on the selection criteria and the interviews. The Town intends to notify the selected consultant on April 14, 2025.

Upon completion of the selection process, the highest ranked firm may be asked to submit a revised fee proposal to begin contract negotiations for a fair and reasonable price. By submitting their response to this RFQ, respondent accepts the evaluation process as outlined in the following section, acknowledges, and accepts that determination of the “most qualified” firm may require subjective judgments by the Town.

IX. Evaluation Criteria

1. Qualifications of the Firm: Outline and specify the qualifications of the firm to provide the requested services as outlined in the scope of work. This shall include any sub-consultants that may be part of the team, if applicable. (20%)
2. Overall Qualifications of the Project Manager and Project Team: Clear identification of the project manager and team personnel that will be assigned to the project. This section shall include the demonstrated project management and quality control methods employed by the team. (20%)
3. Project Approach and Project Understanding: Preference shall be afforded to those firms that, in the opinion of the selection committee, will be able to adequately respond to requests for consultation meetings or project administration requirements, and firms having a detailed understanding of the project scope and requirements, and firms proposing a reasonable and achievable timeline. (20%)
4. Graphic Design and Formatting Skills. Work samples showcase an excellent use of format design, graphics, charts, maps, etc. that easily and aesthetically communicate content. (20%)
5. Relevant Experience. Demonstrate relevant work experience with sustainability policies and planning. (20%)

APPENDIX A

I. General Contract Terms and Conditions

- The selected firm will report directly to the Town of Wake Forest. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements. The selected firm will be responsible for providing engineers, technicians, and sub-consultants with the appropriate skills and qualifications to ensure contract compliance. The firm will be directly responsible for oversight of the project for the Town.
- The selected firm will be notified by the Town and will enter contract negotiations for receiving this work. A professional services agreement will be negotiated with the selected contractor based on the proposed scope of work outlined in their proposal.

II. Communication:

All communication of any nature with respect to this RFQ shall be addressed to the project manager identified earlier in this RFQ. The prospective firms and their staffs are prohibited from communicating with elected Town officials, Town staff, and any selection committee member regarding this RFQ or submittals from the time the RFQ was released until the selection results are publicly announced. Violation of this provision may lead to disqualification of the firm's proposal for consideration.

III. Conflict of Interest Statement:

By submission of a response, the firm agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of firm's services, and (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Town. Firms shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the Town, in consultation with legal counsel, may reject their proposal.

IV. Changes in Personnel:

Changes to personnel on project team(s), particularly a project manager, are to be avoided wherever possible. The selected firm must request in writing to the Town for all changes to project team members. The Town will consider requests and may accept the new personnel changes, or

may deny the request and consequently, the selected firm may no longer be considered for Planning and Design Services with the Town.

V. Trade Secrets and Public Records:

Records received by the Town in response to the Request for Qualifications are public records and subject to public inspection and copying. The Public Records law (N.C.G.S. 132-1 et seq.) authorizes the Town to withhold from public inspection and copying legitimate and properly marked 'trade secrets'. Note that to protect a 'trade secret' detail requirements must be met, such as:

- It is a "trade secret" as defined in G.S. 66-152(3); and
- It is the property of a private "person" as defined in G.S. 66-152(2); and
- It is disclosed or furnished to the Town in connection with a bid or proposal; and
- It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to the Town.

VI. Submittal Ownership/Costs:

All responses, inquiries or correspondence relating to this Request for Qualifications will become property of the Town of Wake Forest when received. Drawings, tracings, specifications, reports, models, computer discs, renderings, copyrights, and all other documents to be prepared and furnished by the firm pursuant to specific projects undertaken by the successful proposer, are the sole property of the Town of Wake Forest, whether the project for which they are made is executed or not, and may be used by the Town of Wake Forest as they see fit. If such documents are used on another project or for another purpose by the Town of Wake Forest, the firm shall not be responsible for such use, and shall not receive additional compensation. All costs for development of the written submittal and the oral presentation are entirely the obligation of the firm and shall not be remunerated in any manner by the Town of Wake Forest.

VII. Non-Warranty of Request for Qualifications:

Due care and diligence have been used in preparing this RFQ. However, the Town shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Firms to ensure that they have all information necessary to affect their submittals.

VIII. Acceptance/Rejection of Submittals:

The Town of Wake Forest reserves the right to accept or reject any or all submittals in whole or in part, with or without cause; to waive technicalities; or to accept submittals or portions thereof which, in the Town's judgment, best serve the interest of the Town.

IX. Equal Opportunity:

The selected firm will ensure that employees and applicants for employment are not unfairly discriminated against because of their race, color, religion, sex, national origin, disability or veteran status.

X. Americans with Disabilities Act (ADA) Compliance:

The Town of Wake Forest will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town of Wake Forest will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Town of Wake Forest programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify Town staff.

XI. Minority/Women/Small Business Enterprise:

It shall be the practice of the Town of Wake Forest Government to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE") as well as other responsible vendors with fair and reasonable opportunity to participate in Town of Wake Forest's business opportunities including but not limited to employment, construction development projects, and material/services, consistent with the laws of the State of North Carolina. The policy of the Town of Wake Forest prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the Town of Wake Forest to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

XII. Title VI:

The selected firm, during the performance of a contract for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) Compliance with Regulations: The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Town of Wake Forest (hereinafter, "Town") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

(2) Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, religion, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when a contract covers a program set forth in Appendix B of the Regulations.

(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under a contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Town to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Town as appropriate and shall set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of a contract, the Town shall impose such contract sanctions as it or the Town may determine to be appropriate, including, but not limited to:

- (a) withholding of payments to the contractor under a contract until the contractor complies, and/or
- (b) cancellation, termination, or suspension of a contract, in whole or in part.

(6) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Town may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Town to enter into such litigation to protect the interests of the Town, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

XIII. Financial Capacity:

The selected firm must have financial capacity to undertake the work and assume associated liability.

XIV. Familiarity and Compliance with Laws, Regulations, and Ordinances:

The selected firm shall make itself aware of and comply with and shall cause each of its subcontractors to comply with, all applicable federal, state, and local laws and regulations.

XV. Insurance and Indemnity Requirements:

To the extent permitted by law, the selected firm agrees to defend, pay on behalf of, indemnify, and hold-harmless the Town of Wake Forest, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, fault, actual liabilities, assertions of liability, expenses, suits, or losses, including all costs connected therewith, which may be asserted, claimed, or recovered against or from the Town of Wake Forest, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the firm.

The selected firm further agrees to purchase and maintain during the life of any contracts entered into with the Town the following insurance with an insurance company acceptable to the Town of Wake Forest and authorized to do business in the State of North Carolina:

- **Automobile:** Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/\$1,000,000 each occurrence.
- **Comprehensive General Liability:** Bodily injury and property damage liability insurance shall protect the firm from claim of bodily injury or property damage which arises from operations of a contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of a contract. The Town of Wake Forest shall be listed as an "Additional Insured".
- **Firm's Professional Liability:** In a limit of not less than \$1,000,000.
- **Workers' Compensation and Occupational Disease Insurance:**
 1. Coverage A – Worker's Compensation: Meeting the statutory requirements of the State of North Carolina.
 2. Coverage B – Employer's Liability: \$1,000,000 each accident / \$1,000,000 disease – each employee / \$1,000,000 disease – policy limits.

Certificates of such insurance with the Town of Wake Forest listed as Certificate Holder will be furnished to the Town of Wake Forest Purchasing Manager and shall contain the provision that the Town of Wake Forest be given thirty (30) days written notice of any intent to amend or terminate by either the firm or the insuring company.

Randy Driver, Purchasing Manager
rdriver@wakeforestnc.gov
 919.435.9474
 Town of Wake Forest

234 Friendship Chapel Road
Wake Forest, NC 27587

XVI. Vendor Registration:

The selected firm must become registered with the Town to receive payment for services and/or supplies provided under any Town contract.

XVII. E-Verify:

The selected firm shall comply with requirements of Article 2 of Chapter 64 of North Carolina General Statutes and shall require each of its subcontractors to do so as well.

XVIII. Iran Divestment Act:

The selected firm shall certify that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any action causing it to appear on any such list during the term of a contract, and (iii) it will not utilize any subcontractor to provide goods or services hereunder that is identified on any list.

XIX. Divestment from Companies that Boycott Israel:

The selected firm shall certify that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any action causing it to appear on any such list during the term of a contract, and (iii) it will not utilize any subcontractor to provide goods or services hereunder that is identified on any list.

XX. Notifications

Addenda Notice:

It is the respondent's responsibility to ensure that all addenda have been received. The last date for addendums to be posted will be 02/28/25 at 5:00 pm. Please visit <https://www.wakeforestnc.gov/finance/purchasing-warehouse/bids-announcements> for the most current information.



RFQ 24-0003 Sustainability Plan

Addendum #1 Response to Questions Received

Data and Analysis Related Questions & Answers

Q1 Have any previous GHG inventories been completed for the Town of Wake Forest? If so, can access be provided during the proposal period?

Does the Town have any existing data or reports on greenhouse gas emissions or climate vulnerability?

A1 Previous GHG inventories have not been completed for the Town of Wake Forest. Town staff have some preliminary data gathered; however, it will not be available during the proposal period but will be shared upon project commencement. Town staff may lead or assist with a GHG inventory depending upon final budget and/or firm qualifications.

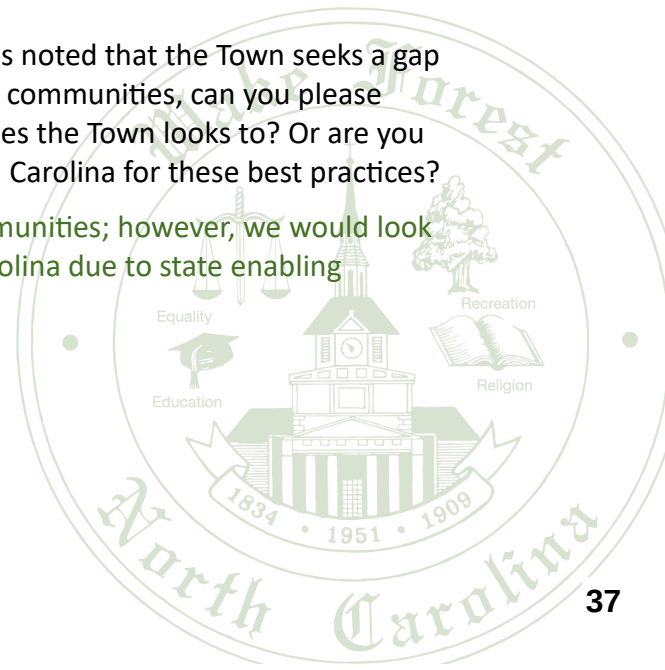
Q2 Have any previous climate vulnerability assessments been completed for the Town of Wake Forest? If so, can access be provided during the proposal period?

Does the Town have any existing data or reports on greenhouse gas emissions or climate vulnerability?

A2 Previous climate vulnerabilities assessments have not been completed for the Town of Wake Forest. Town staff have some preliminary data gathered; however, it will not be available during the proposal period but will be shared upon project commencement. Town staff may lead or assist with a climate vulnerability assessment depending upon final budget and/or firm qualifications.

Q3 For Task 3- Existing Conditions Analysis- it is noted that the Town seeks a gap analysis based on best practices from peer communities, can you please advise if there are specific peer communities the Town looks to? Or are you only looking in your region or within North Carolina for these best practices?

A3 We do not have a specific list of peer communities; however, we would look at communities primarily within North Carolina due to state enabling legislation.





Schedule Related Questions & Answers

Q4 Is there a preferred project schedule, or required completion date for the planning effort?

What is the timeline for the project's completion?

Can you please share your expectations for the duration of the project? Is this to be a 6-month engagement? 12 months? Longer?

A4 There is not a required completion date. The project schedule should be sufficient to ensure the thoroughness and engagement necessary for a comprehensive finished product that includes all of the tasks identified in the RFQ. We are looking for a reasonable and achievable timeframe that is efficient yet realistic.

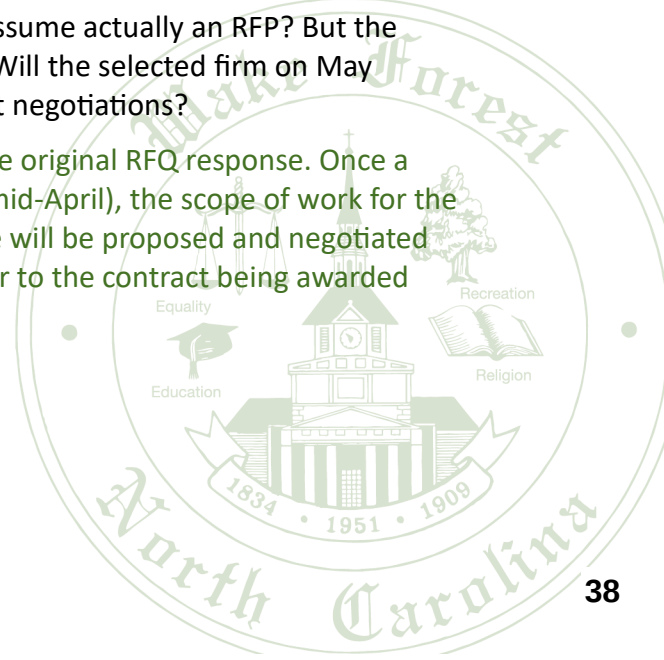
Budget, Fee and Award Process Related Questions & Answers

Q5 VIII Selection Process states "Upon completion of the selection process, the highest ranked firm may be asked to submit a revised fee proposal to begin contract negotiations for a fair and reasonable price." Meanwhile, section III Content and Format of Proposal Package does not indicate a fee proposal within the Request for Qualifications submission. Can you clarify if the fee proposal is desired as a part of the original submission, or if fees will be requested following qualifications submission?

Section III (Content and Format of Proposal Package) includes no mention of content related to price proposals. Can the Town of Wake Forest confirm what they are requesting from vendors for the price proposal?

First, fundamentally, is this an RFQ or RFP? The document indicates that a selection will be made by May 29, so we assume actually an RFP? But the document does not ask for a price quote. Will the selected firm on May 29th be awarded a contract without budget negotiations?

A5 A fee proposal is not required as part of the original RFQ response. Once a preferred firm is selected (approximately mid-April), the scope of work for the contract will be further refined and the fee will be proposed and negotiated (approximately mid-April to mid-May) prior to the contract being awarded and executed (approximately late May).





Q6 Given that this is a Request for Qualifications, does the Town intend to move forward with a contract based on this or will there be a Request for Proposals after this?

Will there be an RFP process after you select vendors who qualify through the RFQ process?

A6 There will not be a Request for Proposals following the RFQ submittals.

Q7 Section IX (Evaluation Criteria) – Can the Town of Wake Forest confirm that it will not be evaluating proposed cost as a factor for the ranking of bidders?

A7 The proposed cost will not be evaluated as a factor for ranking of bidders, and proposed costs are not required to be included with the RFQ response.

Q8 What is the Town’s budget for the planning effort?

Curious if you have a set budget or anticipated range for the Town’s Sustainability Plan development?

Is there guidance on the Town’s expected fee for the Town's Sustainability Plan?

Does the Town of Wake Forest have an anticipated not-to-exceed budget for the outlined scope of work?

What is the Town’s budget for this project?

What is the budget for the project?

Is there an intended budget for external contractors for the Sustainability Plan project?

Does the Town have existing funds set aside for this project?

We assume that the Mayor and Town Manager and/or Board of Commissioners has approved some budget item for this project. Can you please share that with us?

A8 Professional services funding was allocated in the FY25 budget cycle for the Sustainability Plan. Additional funds for the plan, including a greenhouse gas inventory and climate vulnerability assessment, will be requested for the FY26 budget cycle.

Q9 If funds are already set aside, are these funds associated with a grant or federal funds?



Is the work being funded via a state or federal grant?

A9 There are no grant funds currently associated with or being sought for this project.

Q10 Does the Town of Wake Forest anticipate awarding the contract as time and materials or firm fixed price?

A10 Contracts are typically awarded as time and materials with a not to exceed amount.

Project Management Related Questions & Answers

Q11 For the meetings requested in Task 1 (kickoff meeting and bi-weekly progress meetings), is the Town of Wake Forest open to conducting these meetings virtually via Microsoft Teams?

A11 Bi-weekly progress meetings and the kickoff meeting may be conducted virtually via Microsoft Teams.

Q12 When will the Town review the work for each phase? Will this take place during biweekly check-ins, will additional meetings need to be scheduled, does the consultant need to be with the Town during their review?

A12 The consultant does not need to be with the Town during the review. We envision the reviews will take place as drafts become available which may or may not coincide with regularly scheduled check-in meetings.

Q13 It is noted that each phase of the project will be subjected to a multi-stage review process. How is the Town differentiating a phase of the project from a task? What are the phases of the project? Is there any flexibility to cut down some of the review process for deliverables such as a fact sheet or social media posts?

A13 Phases and tasks are used interchangeably within the RFQ. The intention of the multi-stage review process is to allow the Town to review each component of a deliverable several times internally as needed to ensure comments are addressed. The proposed schedule should take these reviews into account. We are open to creative methods of making review efficient. Fact sheets and social media posts would seem to be targeted to the general public while the draft reviews would generally be for staff consumption.



Q14 Is there a primary Department or Board responsible for overseeing the development of the plan and its implementation?

Which Town department will be the client for this engagement, the Planning Board?

A14 The Planning Department will be the primary department responsible for overseeing the development and implementation of the plan. Given the interdisciplinary nature of sustainability, other Town departments will be involved also.

Engagement Related Questions & Answers

Q15 For Task 2 (Community Engagement and Outreach), does the Town of Wake Forest have any specific goals such as a minimum number of in-person public meetings?

Does the Town have a specific goal in mind in terms of number of public meetings?

A15 There is not a specific goal on the minimum number of in-person public meetings; however, engagement is expected to occur throughout the project, including early in the project to aid in existing conditions analysis and to inform strategies and again once a draft is compiled. During the course of the project, there may be touchpoints with presentations to the Planning Board and Board of Commissioners by the consultant team. Furthermore, the adoption of the plan follows a legislative process that includes one Planning Board meeting and two Board of Commissioner meetings.

Q16 Does the Town prefer in-person engagements, virtual engagements, or a blend of both?

A16 We prefer a blend of both in-person and online engagement.

Q17 Does the Town have a community-led sustainability committee, a staff sustainability committee, or any other group that would represent a key stakeholder group for this project?

A17 There is not an existing Town sustainability committee. For this project, we plan to form a staff committee made up of representatives from different departments to evaluate the challenges, opportunities, and feasibility of proposed strategies and recommendations as well as a community steering group.



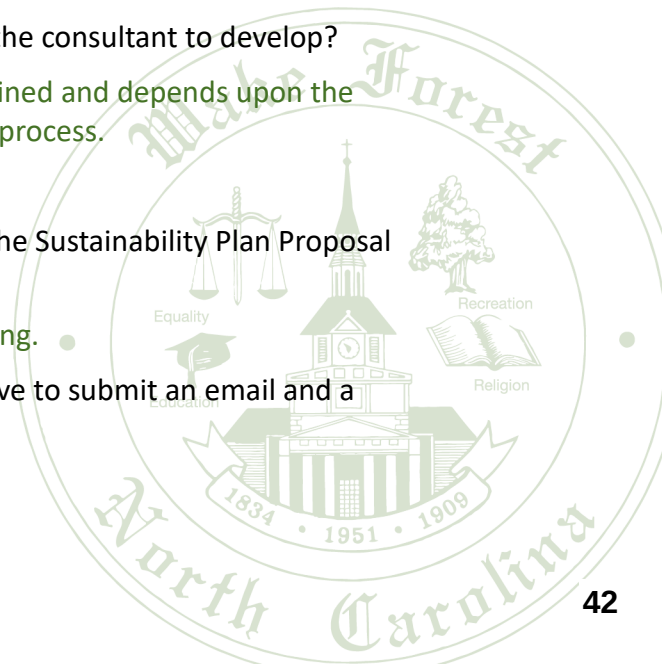
- Q18** Is the Town interested in a project website?
- A18** The Town utilizes an engagement website and does not envision a need for a separate project website. We would welcome consultant generated content for the website or suggested content.
- Q19** Does the Town want the climate vulnerability assessment to be co-created with input from community members? What engagement do you envision after the assessment is completed?
- A19** Input from community members for the climate vulnerability assessment should be included to understand potential impacts. The Town would look to the consultant on best practices if this type of input is best gathered at a broader level versus more targeted groups.
- As the project moves into the other tasks (vision, goals, recommendations, compiled draft) engagement should be included to ensure the plan content is aligned with community needs and desires.

Plan Content Related Questions & Answers

- Q20** Does the Town have a preferred way in which all of the other plans noted in the RFQ are reflected in the Sustainability Plan?
- A20** There is not a preferred way of noting related plans and studies. Other Town plans reference when describing background and context as well as within the recommendations when there is overlap. These plans should be utilized to inform the consultant of available data and resources, identify co-benefits or opportunities due to alignment of plan recommendations, and prevent conflicting recommendations.
- Q21** How many strategies would the Town like the consultant to develop?
- A21** The number of strategies is not predetermined and depends upon the information gleaned through the planning process.

Submittal Related Questions & Answers

- Q22** Will there be a pre-submittal meeting for the Sustainability Plan Proposal 663- RFQ # 24-0003?
- A22** No, there will not be a pre-submittal meeting.
- Q23** Can you please confirm that you do not have to submit an email and a flashdrive, it could be either or?





- A23** Correct, submittals may be done via email or flashdrive. Both may also be submitted to ensure all materials are received.
- Q24** The Town is asking for Work Samples to be submitted with the final response. If we are submitting via email, the package could be way too large to email directly, does the Town prefer a zip file or WeTransfer or multiple emails with the work samples?
- A24** A zip file or link to a document sharing platform is preferred over multiple emails. Additionally, if the work samples have been completed for a client and are available on the client's website, a link to the website where the documents are posted is sufficient.
- Q25** Also related to Work Samples, in Appendix A under Submittal Ownership/Costs, it is noted that all responses, including reports, etc. become the ownership of the Town. The work samples provided will actually be owned by other local government clients, if we note that on the samples will that preclude them from the ownership terms?
- A25** Correct, the work samples will not be owned by the Town of Wake Forest and may be noted as such.

Miscellaneous Questions & Answers

- Q26** The Notice section indicates the Town is seeking robust knowledge in "...Adobe InDesign, Adobe Illustrator..." We assume this is intended to indicate experience in assembling attractive and understandable public-facing plan documents rather than explicit use of these two specific software options. Can you please clarify that the use of other document and graphic design software packages are acceptable?
- A26** Use of other software is acceptable as long as Town staff have the software available required to access the file types. The Town has access to Adobe products, SketchUp, and Microsoft products.
- Q27** Our firm doesn't have the resume specific to sustainability planning to submit as the primary for the Sustainability Plan RFQ. We do feel we could offer value for this plan as a subcontractor, specifically in the areas of land use, transportation, water, and staff and stakeholder engagement. Is it possible for you to share a list of firms that have expressed interest in submitting for this RFQ? I would begin conversations with them about the possibility of our firm serving as a sub in any areas they may value our assistance.



A27 The Town does not have a list of interested firms.

The Town prefers that firms have worked together previously if submitting as a multi-firm team.

Q28 Is there one or more incumbent consulting firm(s) that has/have previously supported the Town of Wake Forest's Sustainability Program? If so, are you able to share the name(s) of the consulting firm(s)/consultant(s)?

A28 There are no incumbent consulting firms that have previously supported the Town's sustainability program.

Q29 Are there other planning processes that will be happening concurrently that will impact this project? If so, what are the timelines on those projects?

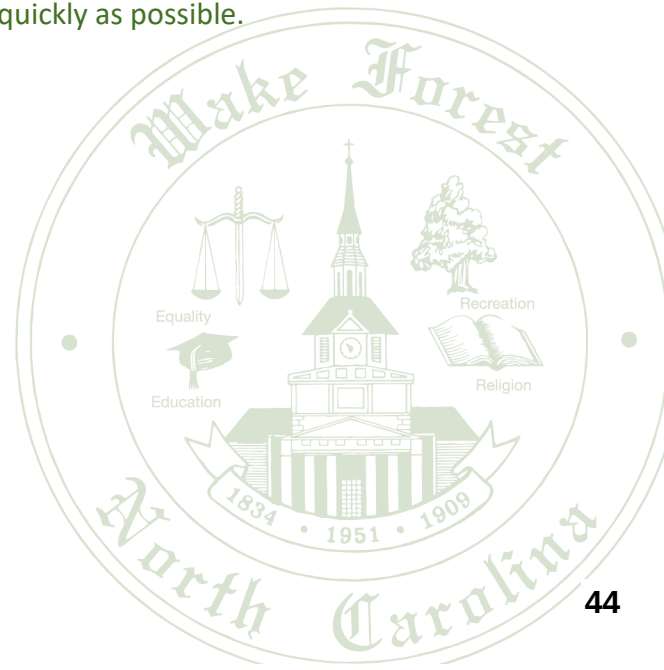
A29 We anticipate doing a moderate update to the Comprehensive Transportation Plan during this time. The scope has not been determined; therefore, the impact on this project is unknown. Overall, the types of content within that plan will remain unchanged.

The Urban Forestry Management Plan is scheduled to be updated during this time and focuses on the urban forest within Town owned property and right-of-way. It is anticipated to be completed within 18 months.

A new Downtown Stormwater Plan is currently underway with completion anticipated the end of 2025.

Q30 Would the Town of Wake Forest be willing to provide responses to bidders' questions on a rolling basis to provide bidders more time to consider how to most appropriately incorporate responses into submissions?

Q30 We will provide responses to questions as quickly as possible.





BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-495-

Submitted by: Angela McCray, Human Resources

Submitting Department: Human Resources

Meeting Date: July 1, 2025

Subject

Presentation of the Amended Personnel Policies & Procedures

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-507-

Submitted by: Aileen J. Staples, Finance

Submitting Department: Finance

Meeting Date: July 1, 2025

Subject

Discussion of May Financial Summaries

Recommendation:

item Summary:

ATTACHMENTS:

- [Monthly Financial Report_summary.pdf](#)
- [May 31, 2025 Financial Summaries.pdf](#)

Agenda Item: Monthly Financial Report

Summary: Staff prepares monthly financial reports for each of the respective operating funds for which an annual budget is authorized by the Board of Commissioners. The reports are accompanied by highlights during respective month for each fund.

Attachments: Financial summaries

Town of Wake Forest

May 31, 2025

OVERALL HIGHLIGHTS:

- General Fund total year-to-date revenues are at 85.83% of annual budgeted amounts as amended through May.
- Current year ad valorem taxes are ahead of prior YTD by \$9.9 million.
- ***Net increase in YTD (increase in fund balance) is \$1.4 million.***
- Guidelines for spending is 92% across town departments.
- Purchase for resale – power for May is paid in June (\$1,172,355) and not reflected in the attached.
 - **YTD deficit (and Electric – Operations over budget) attributed to final invoice paid for generation systems in May. Budget amendment in June will mitigate.**
 - **Internal loan from General Fund to Electric was transferred in May and as a result, there is a positive cash balance.**
- Effective FY 2025 is the Stormwater Utility Fund
 - Fees are received with weekly tax collections
 - ***Net increase YTD is \$3.5 million.***
 - **Funds will be transferred to the Stormwater Capital Reserve Fund in June to set aside funds for future capital improvements.**
- American Rescue Plan Act (ARPA) is a “life to date” (LTD) fund and everything reported is cumulative from the beginning – July 2021.
 - All funds have been encumbered/obligated as of December 31, 2024 (first deadline).
 - Second deadline – all funds must be expended by December 31, 2026.
- Any transfers budgeted in respective funds will be completed (if needed) by June 30.

GENERAL FUND
May 31, 2025

Monthly Target Percentage

92.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 49,254,825	\$ 49,237,084	-	\$ 17,741	99.96%	\$ 39,385,479
Other Taxes	62,500	60,902	-	1,598	97.44%	52,270
Unrestricted Intergovernmental	18,839,490	13,492,246	-	5,347,244	71.62%	12,429,008
Restricted Governmental	2,720,475	2,646,923	-	73,552	97.30%	2,931,806
Permits and Fees	2,810,385	2,349,667	-	460,718	83.61%	2,694,218
Other Revenue	2,412,785	1,890,292	-	522,493	78.34%	1,822,855
Sales and Services	5,573,950	4,246,046	-	1,327,904	76.18%	3,881,501
Investment Earnings	1,365,500	1,168,121	-	197,379	85.55%	1,603,660
Other Financing Sources	6,756,633	1,984,987	-	4,771,646	29.38%	5,485,308
General Fund Total	\$ 89,796,543	77,076,267	-	12,720,276	85.83%	\$ 70,286,105

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
410 Board of Commissioners	\$ 450,200	\$ 384,237	\$ -	\$ 65,963	85.35%	\$ 349,890
412 Legal Services	359,225	383,712	-	(24,487)	106.82%	371,576
420 Town Manager's Office	1,091,179	938,818	63,232	89,129	91.83%	873,970
421 Town Clerk	306,200	251,714	-	54,486	82.21%	226,473
422 Organizational Performance	580,445	523,861	-	56,585	90.25%	450,331
423 Budget Management	339,430	300,931	-	38,499	88.66%	155,300
425 Communications	1,311,315	1,116,797	43,464	151,054	88.48%	1,129,306
430 Human Resources	1,326,640	1,132,136	34,195	160,310	87.92%	1,071,322
431 Risk Management	580,430	543,625	-	36,805	93.66%	459,993
435 Downtown Development	545,610	450,777	57,453	37,380	93.15%	439,504
440 Financial Services	1,724,145	1,508,289	660	215,196	87.52%	1,264,781
445 Information Technology	2,660,440	2,283,297	49,810	327,333	87.70%	1,937,536
480 Inspections	2,425,530	1,931,239	7,469	486,821	79.93%	2,047,163
490 Planning	4,230,860	2,582,725	1,285,107	363,027	91.42%	2,973,757
500 Public Facilities	5,090,994	3,089,833	540,564	1,460,597	71.31%	2,721,685
510 Police	18,151,500	17,172,335	95,241	883,925	95.13%	15,198,022
520 Fire	13,654,820	12,581,464	381,765	691,591	94.94%	11,165,171
530 Public Works Administration	305,630	260,767	-	44,863	85.32%	268,777
535 Urban Forestry	632,960	424,313	17,604	191,042	69.82%	448,836
540 Engineering	1,842,758	1,519,959	75,919	246,880	86.60%	1,341,104
545 Stormwater Management	-	-	-	-	0.00%	353,038
550 Fleet Maintenance	701,625	573,526	-	128,099	81.74%	545,473
560 Streets	4,374,905	3,370,866	445,234	558,804	87.23%	3,345,599
580 Solid Waste	6,554,365	5,300,938	47,449	1,205,979	81.60%	5,009,299
620 Parks and Recreation	7,110,117	4,701,994	449,209	1,958,914	72.45%	7,900,877
999 Transfers	13,445,220	12,366,144	-	1,079,076	91.97%	7,842,493
General Fund Total	\$ 89,796,543	75,694,299	3,594,374	10,507,871	88.30%	\$ 69,891,277

General Fund - Net Gain (Loss)

\$ 1,381,968

\$ 394,828

Debt Service Fund
May 31, 2025

Monthly Target Percentage

92.00%

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES					
Restricted Governmental	\$ 1,745,185	1,719,784	25,401	98.54%	1,543,750
Permits and Fees	596,085	516,215	79,870	86.60%	645,713
Investment Earnings	65,380	113,490	(48,110)	173.59%	28,647
Other Financing Sources	9,015,815	8,204,914	810,901	91.01%	5,577,627
General Fund Total	\$ 11,422,465	10,554,403	868,062	92.40%	\$ 7,795,736

Department	Amended Budget	YTD Actual	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES					
440 Financial Services	\$ 1,173,105	\$ 15,225	\$ 1,157,880	1.30%	\$ 9,148
445 Information Technology	621,895	655,674	(33,779)	105.43%	393,604
480 Building Inspections	20,580	17,046	3,534	82.83%	50,920
490 Planning	26,120	117,295	(91,175)	449.06%	6,296
500 Public Facilities	304,515	461,850	(157,335)	151.67%	569,160
510 Police	640,215	607,177	33,038	94.84%	684,671
520 Fire	2,306,235	290,339	2,015,896	12.59%	279,712
535 Urban Forestry Division	4,280	4,273	7	99.84%	8,546
540 Engineering	16,360	12,832	3,528	78.44%	3,523
550 Fleet Maintenance	12,155	16,423	(4,268)	135.11%	14,621
560 Streets	1,743,055	1,603,636	139,419	92.00%	1,234,664
570 Powell Bill	2,059,045	2,247,687	(188,642)	109.16%	1,162,789
580 Solid Waste	338,650	311,076	27,574	91.86%	144,143
620 Parks and Recreation	1,859,290	994,426	864,864	53.48%	1,140,125
General Fund Total	\$ 11,125,500	7,354,960	3,770,540	66.11%	\$ 5,701,923

Debt Service Fund - Net Gain (Loss)

\$ 3,199,444

\$ 2,093,813

DMSD Special Revenue Fund
May 31, 2025

Monthly Target Percentage

92.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Ad Valorem Taxes	\$ 203,850	\$ 201,953	-	\$ 1,897	99.07%	\$ 159,910
Investment Earnings	21,500	17,082	-	4,418	79.45%	19,058
Other Financing Sources	-	-	-	-	0.00%	-
DMSD Special Revenue Fund Total	\$ 225,350	219,036	-	6,314	97.20%	\$ 178,969

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
Transfers In (Out)	\$ 225,350	\$ 111,388	-	\$ 113,962	49.43%	\$ 148,800
DMSD Special Revenue Fund Total	\$ 225,350	111,388	-	113,962	49.43%	\$ 148,800

Downtown District - Net Gain (Loss)

107,648

30,169

Wake Forest Renaissance Centre
May 31, 2025

Monthly Target Percentage

92.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ 233,100	\$ 180,918	\$ -	\$ 52,182	77.61%	\$ 180,416
Other Revenue	185,605	157,689	-	27,916	84.96%	128,797
Other Financing Sources	984,045	884,376	-	99,669	89.87%	671,632
WFRC Fund Total	\$ 1,402,750	1,222,984	-	179,766	87.18%	\$ 980,845

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
626 Wake Forest Renaissance Centre	\$ 1,402,750	\$ 1,156,541	\$ 46,600	\$ 199,608	85.77%	\$ 957,200
WFRC Fund Total	\$ 1,402,750	1,156,541	46,600	199,608	85.77%	\$ 957,200

WFRC Fund - Net Gain (Loss) **\$ 66,443** **\$ 23,644**

Economic Development (WFBIP)
May 31, 2025

Monthly Target Percentage

92.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Sales and Services	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Other Revenue	15,000	9,488	-	5,512	63.25%	15,261
Other Financing Sources	573,500	456,500	-	117,000	79.60%	435,600
WFRC Fund Total	\$ 588,500	465,988	-	122,512	79.18%	\$ 450,861

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
415 Economic Development	\$ 588,500	\$ 437,764	\$ -	\$ 150,736	74.39%	\$ 379,079
WFRC Fund Total	\$ 588,500	437,764	-	150,736	74.39%	\$ 379,079

WFBIP Fund - Net Gain (Loss) **\$ 28,224** **\$ 71,782**

WAKE FOREST POWER (ELECTRIC FUND)
May 31, 2025

Monthly Target Percentage

92.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 23,918,460	\$ 23,237,775	-	\$ 680,685	97.15%	\$ 21,934,203
Sales Tax - Utility	1,622,720	1,611,262	-	11,458	99.29%	1,524,599
Other Revenue	565,000	727,925	-	(162,925)	128.84%	478,604
Investment Earnings	54,320	18,944	-	35,376	34.88%	50,994
Other Financing Sources	100,000	-	-	100,000	0.00%	254,017
Electric Fund Total	\$ 26,260,500	25,595,906	-	664,594	97.47%	\$ 24,242,417

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
840 Electric - Billing & Collections	\$ 928,365	\$ 781,189	\$ -	\$ 147,176	84.15%	\$ 588,725
850 Electric - Operations	\$ 24,929,985	25,731,042	945,205	(1,746,263)	107.00%	22,166,572
860 Electric - Tree Trimming	402,150	317,899	209	84,041	79.10%	478,676
Electric Fund Total	\$ 26,260,500	26,830,131	945,414	(1,515,045)	105.77%	\$ 23,233,973

Electric Fund - Net Gain (Loss)

(1,234,224)

1,008,444

STORMWATER UTILITY FUND
May 31, 2025

Monthly Target Percentage

92.00%

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
REVENUES						
Charges for Services	\$ 2,325,000	\$ 3,842,182	-	\$ (1,517,182)	165.26%	\$ -
Other Revenue	-	1,167	-	(1,167)	0.00%	-
Investment Earnings	-	32,887	-	(32,887)	0.00%	-
Other Financing Sources	-	-	-	-	0.00%	-
Stormwater Utility Fund	\$ 2,325,000	3,876,235	-	(1,551,235)	166.72%	\$ -

Department	Amended Budget	YTD Actual	Encumbrances	Remaining Budget (including encumbrances)	% Budget Used (includes encumbrances)	PY YTD Actuals
EXPENDITURES						
545 - Stormwater Management	\$ 2,325,000	\$ 349,888	\$ 343,416	\$ 1,631,695	29.82%	\$ -
Stormwater Utility Fund	\$ 2,325,000	349,888	343,416	1,631,695	29.82%	\$ -

Stormwater Utility Fund - Net Gain/(Loss) **3,526,347** **-**

AMERICAN RESCUE PLAN ACT (ARPA)
May 31, 2025 (Cumulative - Life to Date)

Monthly Target Percentage

N/A

							N/A
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals	
REVENUES							
Restricted Governmental	\$ 14,541,000	14,541,846	-	(846)	100.01%	-	
Investment Earnings	1,169,850	1,078,980	-	90,871	0.00%	-	
Other Financing Sources	-	-	-	-	0.00%	-	
General Fund Total	\$ 15,710,850	15,620,825	-	90,025	99.43%	\$ -	
Department	Amended Budget	LTD Actual	Encumbrances	Remaining Budget	% Budget Used	PY YTD Actuals	
EXPENDITURES							
445 Information Technology	\$ 825,000	\$ 804,023	\$ 59	\$ 20,918	97.46%	\$ -	
525 Public Safety (ARPA)	3,220,840	1,566,831	1,654,000	9	100.00%	-	
540 Engineering	7,416,320	3,053,543	4,033,902	328,875	95.57%	-	
638 Other Improvements	4,248,690	4,002,919	244,455	1,315	99.97%	-	
General Fund Total	\$ 15,710,850	9,427,316	5,932,417	351,117	97.77%	\$ -	
ARPA Fund - Net Gain (Loss)		\$ 6,193,509					
						\$ -	



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-510-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: July 1, 2025

Subject

Draft Board of Commissioners Agenda July 15, 2025

Recommendation:

item Summary:

ATTACHMENTS:

- [Board of Commissioners DRAFT Agenda 7-15-2025.pdf](#)



**DRAFT Wake Forest Board of Commissioners
Meeting Agenda
July 15, 2025 – at 6:00 PM
All items listed are for discussion and possible action.**

Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Evelyn Wright](#) at 919-435-9432 as soon as possible, but no later than 48 hours before the scheduled event.

Cable & Online Broadcast of Board of Commissioners Meetings

All Board of Commissioners meetings are broadcast live on [WFTV 10](#) beginning at 6 p.m. Meetings are also aired online on the [Public Meetings Portal](#) on the [Town of Wake Forest website](#). Archived meeting videos are also provided and available for one year after the original air date.

Meeting Agendas

The [Board of Commissioners](#) meeting agenda is available to be viewed and downloaded by noon on the Friday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Deputy Town Clerk's office at 919-435-9432. Citizens may also receive a copy of each month's agenda via email by enrolling in the free [E-Notifier](#) subscription service.

Public Hearings

When an agenda item is denoted as a [Public Hearing](#), persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given three minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed three minutes each to express his/her comments, ideas, concerns, expressions, and desires. Only comments on a Public Hearing will be allowed during this time.

Public Comment

During the Public Comment period, anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the Board of Commissioner Public Comment Form on the [Town website](#). Then, during the Public Comment portion of the meeting, Mayor Jones will recognize you and invite you to the podium at which time you will have three minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

3. Presentations

4. Public hearings / Public Comment

- 4.A Public Hearing on a contiguous annexation submitted by the property owners Wait Ave 98 LLC, located at 0 Wait Avenue, being Wake County PIN 1850-08-1417 being approximately 2.58 acres.

[07152025 BOC Agenda Summary AN-25-03.pdf](#)

[Attachment A Legal Description AN-25-03.pdf](#)

[Attachment B Annexation Map AN-25-03.pdf](#)

[Attachment C Annexation Petition AN-25-03.pdf](#)

[DRAFT ORDINANCE AN-25-03.docx](#)

- 4.B Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 3 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

5. Consent Agenda

(A Consent Agenda is a group of items passed with a single motion and vote. These matters are of a generally routine nature. No debate is allowable on any item included on the Consent Agenda. If a Commissioner or any citizen of Wake Forest or its ETJ wants separate consideration of any item, it may be removed from the Consent Agenda by request.)

- 5.A Approval of Appointment to Citizen Advisory Board

6. Legislative Items

7. Planning Items

- 7.A Consideration of a contiguous annexation submitted by the property owners Wait Ave 98 LLC, located at 0 Wait Avenue, being Wake County PIN 1850-08-1417 being approximately 2.58 acres.

8. Administration and Financial Items

- 8.A Approval to exchange Town owned 0.8 acres (PIN 1841318743) valued at \$670,000 for 1.0081 acres (portion of PINs 184111585 and 1841319403, PINs 1841318377 and 1841318341) valued at \$790,000 currently owned by Southeastern Baptist Theological Seminary as outlined in 160A-271.

9. Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

- 12.A Resolution to Endorse the Blueprint for Safety Plan.
[071525 BOC Agenda Summary.docx](#)
[Blueprint for Safety Plan Resolution.docx](#)
[Attachment A Local Commitment to Safety Prompt List.pdf](#)
[Attachment B Executive Summary.pdf](#)

12.B Commissioner Reports

12.C Department Monthly Reports

13.Adjournment



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-487-
Submitted by: Ari Schwartz, Planning
Submitting Department: Planning
Meeting Date: July 15, 2025

Subject

Public Hearing on a contiguous annexation submitted by the property owners Wait Ave 98 LLC, located at 0 Wait Avenue, being Wake County PIN 1850-08-1417 being approximately 2.58 acres.

Recommendation:

item Summary:

ATTACHMENTS:

- [07152025 BOC Agenda Summary AN-25-03.pdf](#)
- [Attachment A Legal Description AN-25-03.pdf](#)
- [Attachment B Annexation Map AN-25-03.pdf](#)
- [Attachment C Annexation Petition AN-25-03.pdf](#)
- [DRAFT ORDINANCE AN-25-03.docx](#)

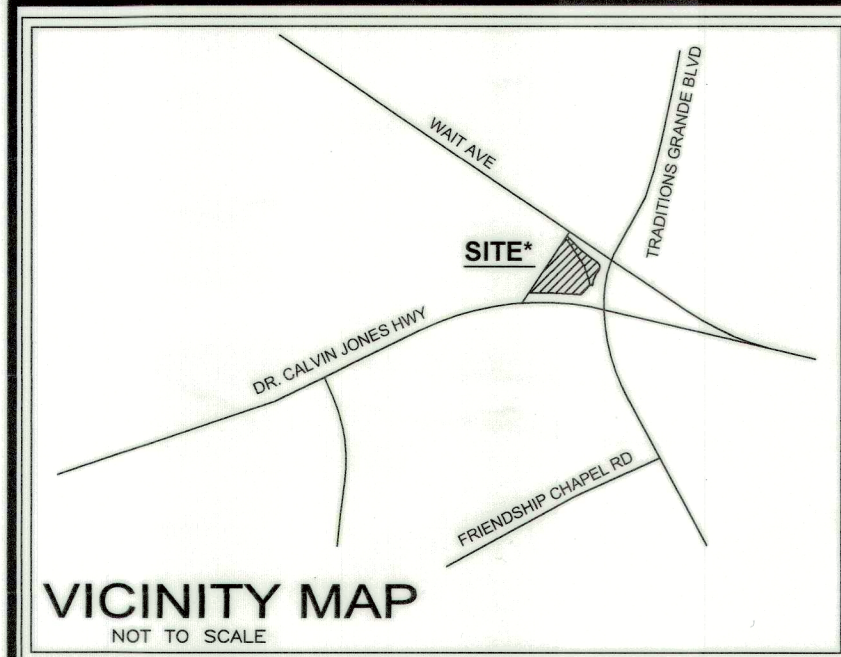
Agenda Item: Public Hearing on a contiguous annexation submitted by the property owners Wait Ave 98 LLC, located at 0 Wait Avenue, being Wake County PIN 1850-08-1417 being approximately 2.58 acres.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest. The proposed annexation is associated with SP-22-29, Wait Avenue Medical Office.

On June 17th, 2025 the Board accepted the petition, certified the sufficiency of the annexation petition, and adopted the resolution to investigate the annexation petition thus, setting the public hearing date for the annexation petition.

Attachments: Attachment A - Legal Description AN-25-03
Attachment B - Annexation Map AN-25-03
Attachment C - Contiguous Annexation Petition AN-25-03
Draft Ordinance

Beginning at a point, said point being an existing iron pipe at the westernmost corner of Tract 1 as shown on a plat recorded in Book of Maps 2001, Page 1555 in the Wake County Registry, said point also being at the southeast corner of Tract D as shown on a plat recorded in Book of Maps 1997, Page 1420 in said registry, said point also being on the northern right of way margin of NC Highway 98 Bypass and having North Carolina State Plane coordinates of N=808,356.11 and E=2,149,893.75; thence, leaving said right of way along the common line between said Tracts 1 and D N33°57'59"E, 438.65 feet to an existing iron pipe at the easternmost corner of said Tract D; thence, continuing along the line of said Tract 1 N33°57'59"E, 25.62 feet to a point in the southern right of way margin of Wait Avenue; thence, along said right of way the following courses and distances: thence, S58°47'30"E, 20.76 feet to a point; thence, along a curve to the left having a radius of 612.56 feet, an arc length of 61.93 feet and a chord of S63°38'34"E, 61.90 feet to a point; thence, along a curve to the left having a radius of 283.72 feet, an arc length of 42.48 feet and a chord of S70°13'59"E, 42.44 feet to a point; thence, along a curve to the left having a radius of 802.08 feet, an arc length of 91.17 feet and a chord of S77°46'49"E, 91.12 feet to a point; thence, along a curve to the left having a radius of 801.93 feet, an arc length of 24.36 feet and a chord of S81°54'21"E, 24.36 feet to a point; thence, along a curve to the right having a radius of 24.78 feet, an arc length of 51.27 feet and a chord of S23°04'29"E, 42.60 feet to a point, said point being where said southern right of way margin of Wait Avenue meets and intersects with the western right of way margin of Traditions Grande Boulevard; thence, leaving said right of way of Wait Avenue along said right of way of Traditions Grande Boulevard the following course and distances: thence, thence, along a curve to the left having a radius of 340.17 feet, an arc length of 118.17 feet and a chord of S28°42'39"W, 117.58 feet to a point; thence, S16°25'52"W, 77.98 feet to a point; thence, thence, along a curve to the left having a radius of 235.06 feet, an arc length of 41.32 feet and a chord of S09°27'11"W, 41.27 feet to a point; thence, N84°54'21"W, 20.46 feet to an existing concrete monument at the easternmost corner of said Tract 1; thence, S44°34'25"W, 88.57 feet to a point, said point being an existing concrete monument where said western right of way margin of Traditions Grande Boulevard meet and intersect with said northern right of way margin of NC Highway 98 Bypass; thence, leaving said right of way of Traditions Grande Boulevard along said right of way of NC Highway 98 Bypass the following courses and distances: thence, thence, along a curve to the left having a radius of 2,043.96 feet, an arc length of 289.84 feet and a chord of N86°56'30"W, 289.59 feet to an existing concrete monument; thence, S15°13'31"E, 3.88 feet to an existing concrete monument; thence, along a curve to the left having a radius of 2,039.37 feet, an arc length of 46.47 feet and a chord of S87°05'24"W, 46.47 feet to the Place and Point of Beginning, containing an area of 112,392 square feet or 2.58 acres, more or less.



I, Evelyn Wright, Town Clerk, Town of Wake Forest, North Carolina certify that this is a true and accurate map of annexation adopted the _____ day of _____, 20____, by the Wake Forest Board of Commissioners. I set my hand and seal of the Town of Wake Forest, _____, 20____

Evelyn Wright

Annexation Map: AN-25-03, Wait Avenue Medical Office
2.58 Acres+/-
Town of Wake Forest
Fulfills requirements of N.C.G.S 160A-29
Ordinance #
Adopted:
Effective Date of Annexation:

LEGEND and NOMENCLATURE

SYMBOLS	LINETYPES
○ Ex. iron pipe/rod or nail	— X — Fence
■ Ex. concrete monument	— OU — Overhead utility
● New iron pipe	— W — Waterline (blue paint)
○ Calculated point	— SS — Sanitary sewer (green paint)
○ Cable pedestal	— SD — Storm drain
○ Telephone pedestal	
○ Electric pedestal	
○ Fiber-optic marker	
○ Traffic signal box	
○ Water meter	
○ Fire hydrant	
○ Valve (water or gas)	
○ Sanitary sewer manhole	
○ Sanitary sewer cleanout	
○ HVAC	
○ Drainage inlet (w/ grate)	
○ Storm drain manhole	
○ Utility pole	
○ Lamp post	
○ Signal pole	
○ Guy wire	
○ Sign post	

ABBREVIATIONS
DB Deed Book
PB or BM Plat Book / Book of Maps
N/F Now or formerly
PG Page
S.F. Square feet
AC. Acres
R/W Right-of-way
NCSR North Carolina State Route
NCDOT North Carolina Dept. of Transportation
COV. Covered
EX. Existing
RCP Reinforced concrete pipe
PVC Polyvinyl chloride pipe
P/L Property line
AG Above ground
BG Below ground

- NOTES:
- All distances are horizontal ground distances in u.s. survey feet unless otherwise noted. Area(s) computed by coordinate geometry.
 - This survey does not include nor depict any environmental evaluations by this office. No investigation into the existence of wetlands or riparian buffers performed in the preparation of this survey.
 - Field survey(s) performed August 26 & 27, 2019, October 27, 2020 and last revised November 10, 2022.
 - Surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence or any other facts that an accurate and current title search may disclose.
 - The locations of underground utilities as shown hereon are based on aboveground structures and aboveground visual evidence only. Locations of underground utilities/structures may vary from location shown hereon. Additional buried utilities/structures may be encountered. No excavations were made during the progress of this survey to locate buried utilities/structures.
 - Subject properties are not located within a special flood hazard zone per FEMA Flood Insurance Rate Map (FIRM) #3720185000K, effective date July 19, 2022.
 - The State Plane Coordinates for this project were produced with RTK GPS observations and processed using the North Carolina VRS network. The network positional accuracy of the derived positional information is $\pm 0.07'$.

Horizontal Datum = NAD 83/2011

POSITIONAL ACCURACY CERTIFICATION:

I, Justin L. Luther, certify that this map was drawn under my supervision from an actual GPS survey made under my supervision and the following information was used to perform the survey:

- Class of survey: Urban Land Class (A)
- Positional accuracy: 0.07'
- Type of GPS field procedure: Real-time VRS network
- Date(s) of survey: November 10, 2022
- Datum / Epoch: NAD 83 (NSRS 2011)
- Published / Fixed-control used: NC Real-time Kinematic network
- Geoid model: Geoid 12B
- Combined grid factor(s): 0.99993864
- Units: U.S. Survey Feet

I, Justin L. Luther, certify that this survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street. [N.C.G.S. 47-30(f)(11)c.1]

Professional Land Surveyor (L-5107)

I, Justin L. Luther, certify that this plat was drawn under my supervision from an actual survey made under my supervision from references as noted on said plat; that the boundaries not surveyed are clearly indicated as drawn from information as indicated under references; that the ratio of precision or positional accuracy as calculated is greater than 1:10,000; that this plat was prepared in accordance with G.S. 47-30 as amended.

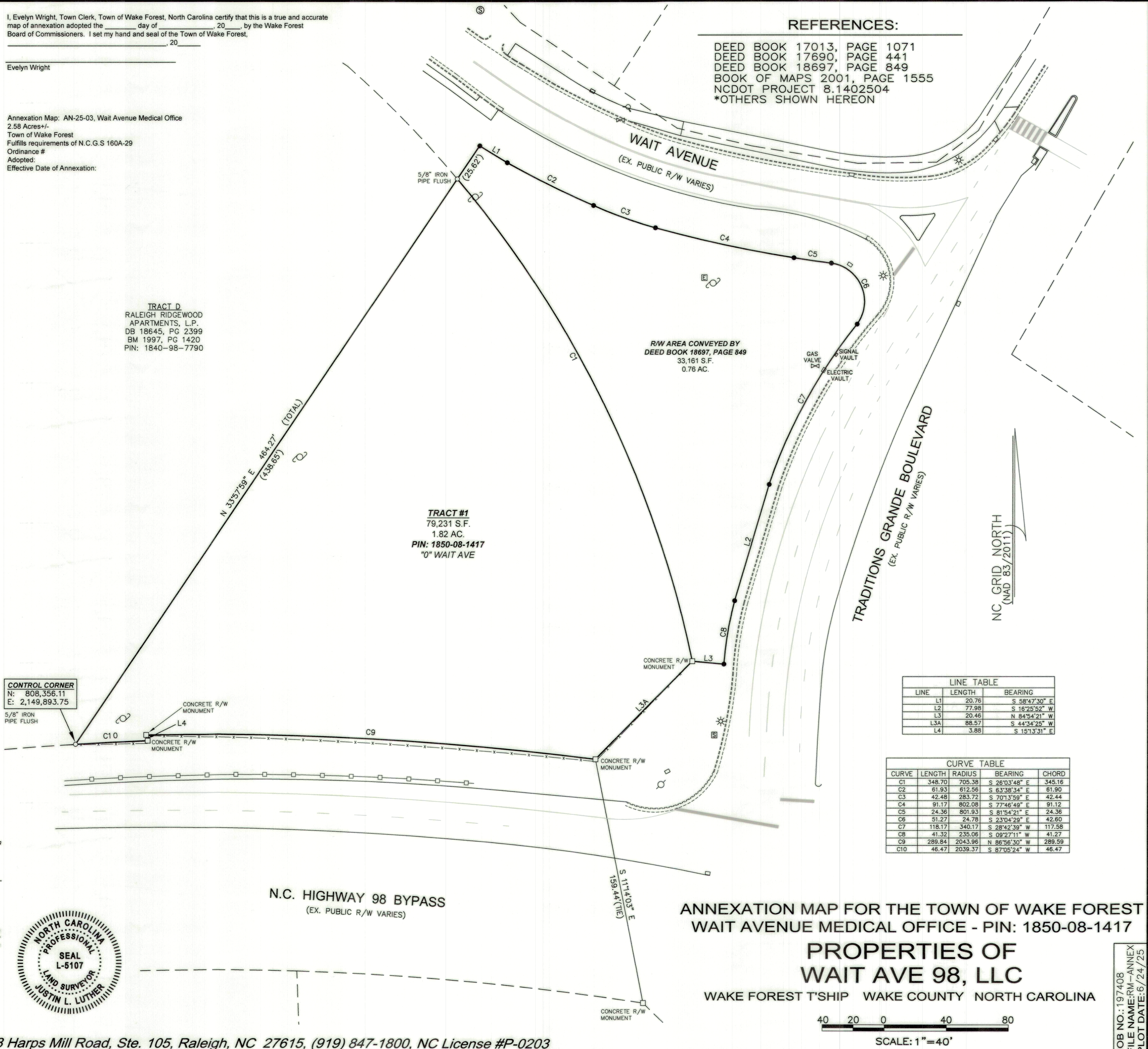
Witness my original signature, license number and seal this _____ day of _____, 2025.

Professional Land Surveyor (L-5107)

NEWCOMB land surveyors, pllc, 7008 Harps Mill Road, Ste. 105, Raleigh, NC 27615, (919) 847-1800, NC License #P-0203

REFERENCES:

DEED BOOK 17013, PAGE 1071
DEED BOOK 17690, PAGE 441
DEED BOOK 18697, PAGE 849
BOOK OF MAPS 2001, PAGE 1555
NCDOT PROJECT 8.1402504
*OTHERS SHOWN HEREON



JOB NO.: 197408
FILE NAME: RM-ANNEX
PLOT DATE: 6/24/25



TOWN of WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9510
f 919.435.9539
www.wakeforestnc.gov

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: 5.27.2025

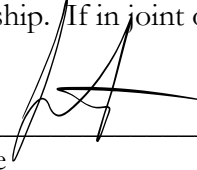
To the Board of Commissioners of the Town of Wake Forest:

I/we the undersigned owner(s) of real property respectfully request that the area described in the paragraph below and as shown in the attached survey map of the property be annexed into the Town of Wake Forest.

The area to be annexed is contiguous to the Town of Wake Forest corporate limits and the boundaries of such territory are as follows *(attach or insert below a metes & bounds description with a matching survey map)*:

SEE LEGAL DESCRIPTION WITH METES & BOUNDS AND MATCHING ANNEXATION PLAT (SURVEY MAP) ATTACHED.

Note: If ownership is a corporation or partnership, please provide such name and the name and signature of the person authorized to sign on behalf of the corporation or partnership. If in joint ownership, please provide names and signatures of ALL owners.

<u>WAIT AVE 98, LLC</u>	<u>1005 EVANWOOD LN, MORRISVILLE, NC 27560</u>		<u>5/27/2025</u>
Name	Address	Signature	Date
<u>HESHAM ABDELBAKY (MANAGING MEMBER)</u>	<u>1005 EVANWOOD LN, MORRISVILLE, NC 27560</u>		<u>5/27/2025</u>
Name	Address	Signature	Date
_____ Name	_____ Address	_____ Signature	_____ Date
_____ Name	_____ Address	_____ Signature	_____ Date

For additional information or assistance, please call the Planning Department at (919) 435-9510.

ORDINANCE 2025-XXX

ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST, NORTH CAROLINA

(Contiguous annexation submitted by the property owners Wait 98 LLC, located at 0 Wait Avenue, being Wake County PIN 1850-08-1417 being approximately 2.58 acres.)

WHEREAS, the Board of Commissioners has adopted a resolution under N.C.G.S. 160A-31, as amended, stating its intent to annex the area described below; and

WHEREAS, the Board of Commissioners has by said resolution directed the Town Clerk to investigate the sufficiency of said petition; and

WHEREAS, the Town Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at the Town of Wake Forest Town Hall at 6:00 p.m. on July 15, 2025, after due notice by publication on July 1, 2025; and

WHEREAS, the Board of Commissioners does hereby find as a fact that said petition meets the requirements of N.C.G.S. 160A-31, as amended; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest, North Carolina:

Section 1. By virtue of the authority granted by N.C.G.S. 160A-31, as amended, the following described territory is hereby annexed and made part of the Town of Wake Forest as of the 15th day of July, 2025

(See Attachment A – Legal Description and Attachment B - Annexation Map)

Section 2. Upon and after the 15th day of July, 2025, the territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Wake Forest and shall be entitled to the same privileges and benefits as other

parts of the Town of Wake Forest. Said territory shall be subject to municipal taxes according to N.C.G.S. 160A-58.10.

Section 3. The Mayor and the Town of Wake Forest shall cause to be recorded in the office of the Register of Deeds of Wake County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this ordinance.

Adopted and effective this 15th day of July 2025.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn Wright
Town Clerk

Nathan McKinney
Town Attorney



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-505-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: July 15, 2025

Subject

Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 3 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-509-
Submitted by: Ella Dowtin, Planning
Submitting Department: Planning
Meeting Date: July 15, 2025

Subject

Approval of Appointment to Citizen Advisory Board

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-487-
Submitted by: Ari Schwartz, Planning
Submitting Department: Planning
Meeting Date: July 15, 2025

Subject

Consideration of a contiguous annexation submitted by the property owners Wait Ave 98 LLC, located at 0 Wait Avenue, being Wake County PIN 1850-08-1417 being approximately 2.58 acres.

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-489-

Submitted by: Allison Snyder, Administration

Submitting Department: Administration

Meeting Date: July 15, 2025

Subject

Approval to exchange Town owned 0.8 acres (PIN 1841318743) valued at \$670,000 for 1.0081 acres (portion of PINs 184111585 and 1841319403, PINs 1841318377 and 1841318341) valued at \$790,000 currently owned by Southeastern Baptist Theological Seminary as outlined in 160A-271.

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-503-
Submitted by: Emma Linn, Planning
Submitting Department: Planning
Meeting Date: July 15, 2025

Subject

Resolution to Endorse the Blueprint for Safety Plan.

Recommendation:

item Summary:

ATTACHMENTS:

- [071525 BOC Agenda Summary.docx](#)
- [Blueprint for Safety Plan Resolution.docx](#)
- [Attachment A Local Commitment to Safety Prompt List.pdf](#)
- [Attachment B Executive Summary.pdf](#)

Agenda Item: Resolution to Endorse the Blueprint for Safety Plan.

Summary: The Capitol Area Metropolitan Planning Organization (CAMPO), in partnership with NCDOT, concluded the development of the Blueprint for Safety Plan, a comprehensive regional multimodal safety action plan.

The Blueprint for Safety Plan identifies areas to improve upon, safety enhancements, recommended countermeasures and implementation approaches. The Plan also identifies areas that are at high risk for serious injury or fatal crashes, taking a more proactive approach in addition to reviewing crash history.

The Blueprint for Safety was approved and endorsed by the CAMPO Executive Board on June 18th, 2025.

Attachments: Resolution
Attachment A Local Commitment to Safety Prompt List
Attachment B Executive Summary

RESOLUTION 2025-XX

**RESOLUTION BY THE TOWN OF WAKE FOREST ENDORSING THE
BLUEPRINT FOR SAFETY PLAN A COMPREHENSIVE REGIONAL
MULTIMODAL SAFETY ACTION PLAN**

WHEREAS, Capital Area Metropolitan Planning Organization (CAMPO) has developed a community-based and data-driven approach to implementing safety for all road users across the six-county region; and

WHEREAS, The comprehensive regional multimodal safety action plan – Blueprint for Safety Plan – provides the building blocks for achieving the plan’s overarching goal: CAMPO will achieve a 50% reduction of fatal and serious injury crashes by 2055 and ultimately move toward zero fatalities and serious injuries; and

WHEREAS, Deaths and serious injuries on CAMPO’s roadways are unacceptable – the Blueprint focuses on identifying areas for improvement, stakeholder and public engagement strategies, and following the Safe System Approach; and

WHEREAS, On June 18th the CAMPO Executive Board adopted and endorsed the Blueprint for Safety Plan;

BE IT RESOLVED that the governing body of the Town of Wake Forest hereby endorses the comprehensive regional multimodal safety action plan – the Blueprint for Safety Plan.

Adopted and effective this the 15 day of July 2025.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn Wright
Town Clerk

Nathan McKinney
Town Attorney



Commitment to Eliminating Serious Injuries and Death on Roadways

CAMPO's Blueprint for Safety Plan is committed to eliminating fatalities and serious injuries in the region and needs your support. The Blueprint's goal is to achieve: ***A 50% reduction of fatal and serious injury crashes by 2055 and ultimately moving toward zero fatal and serious injury crashes.***

Local agencies are a key stakeholder in the plan and CAMPO needs your agency's commitment to implementing the Plan and improving roadway safety in your community. There are several ways your community can commit to implementing the Blueprint for Safety. Consider the following questions as you begin to develop a commitment that is right for your community:

- **Adopting the Blueprint for Safety goal:** How can you communicate your commitment to the goal of reducing fatalities and serious injuries by half by 2055, ultimately moving towards zero to other stakeholders and citizens in your community?
- **Implementing speed management strategies:** What specific measures can be implemented to manage and reduce vehicle speeds in high-risk areas in your community? How can these measures be tailored for developed areas where people will walk, bike, and drive to provide safe access to employment, schools, services, goods, transit, housing, recreation, and community centers?
- **Adopting Safe System Approach policies:** How can the Safe System Approach be integrated into your community's transportation policies? What changes are needed to support this shift?
- **Collaborating with Enforcement:** How can local law enforcement agencies be engaged to support traffic safety initiatives? What specific roles can they play in enhancing roadway safety?
- **Building a Culture of Safety:** What educational campaigns can be developed or shared to raise public awareness about roadway safety? How can these campaigns be tailored to your community's needs? How can you solicit your community's feedback and integrate it into planning and implementation? Could creating a new position in your community like a Vision Zero Coordinator or Safer Streets Officer support ongoing engagement?
- **Creating/Updating Policies:** What policy frameworks are essential to supporting ongoing safety improvements? How can safety be implemented in all projects, including reviewing your community's transportation improvements? How can you implement Complete Streets policies?
- **Monitoring and Evaluating:** What metrics will you use to evaluate the effectiveness of safety strategies/countermeasures? How will progress be tracked and communicated to your stakeholders? Could a Vision Zero Coordinator or Safer Streets Officer help monitor progress and coordinate local implementation of strategies to improve roadway safety?



CAMPO EXECUTIVE SUMMARY

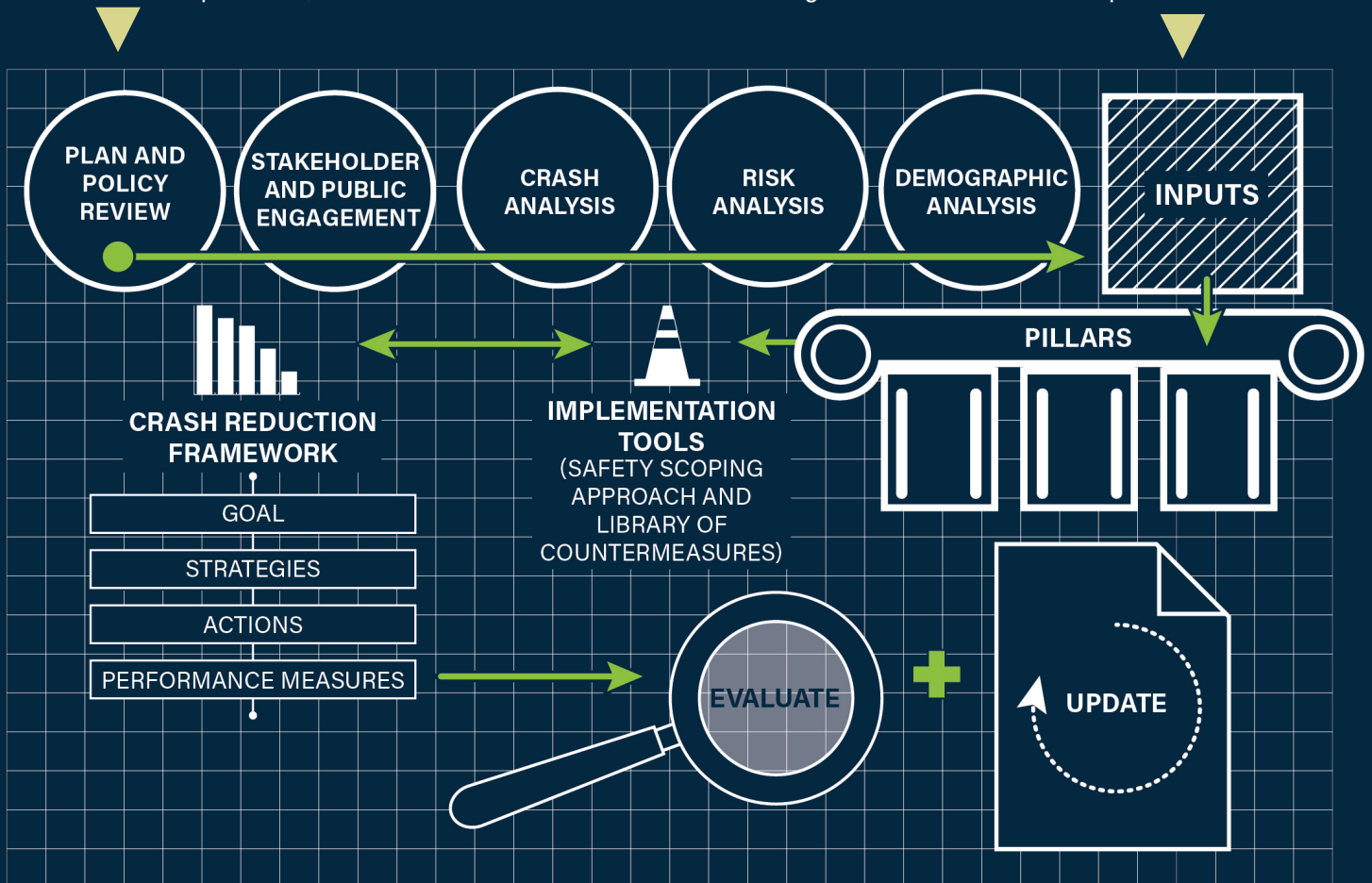


The Blueprint for Safety

The NC Capital Area Metropolitan Planning Organization (CAMPO) developed a community-based and data-driven approach to implementing safety for all road users across the six-county region. To address and combat trends in fatalities and serious injuries across the region, CAMPO partnered with the North Carolina Department of Transportation's (NCDOT's) Traffic Safety Unit to develop a comprehensive Blueprint for Safety, referred to as the Blueprint.

Consider **Data Driven Safety Analysis** to understand the key safety problems and crash risks of the region. This section includes an overview of regional safety trends, understanding what the safety problems are and where they occur, and provides insights into who in the CAMPO region is most affected, or overrepresented, in crashes.

Explore **Stakeholder and Public Engagement** to learn how feedback from local government leadership, multi-disciplinary stakeholder groups, and the public provided insights into transportation needs and concerns and shaped the strategies and actions in the Blueprint.



Examine the **Crash Reduction Framework** to understand the goal, the supporting pillars, and the strategies, actions, and tools CAMPO, NCDOT, and local governments will implement to reach zero fatalities and serious injuries. This section also identifies performance measures to track progress, details additional federal, state, and local funds and grant opportunities, and explains how to evaluate a project's safety performance.

Review **Evaluating and Updating the Blueprint** to learn more about CAMPO, NCDOT, and local governments' efforts over the next five years, and beyond, to implement the Blueprint, track and reports its progress annually, coordinate with state, regional, and local leadership for support implementing the Blueprint, and incorporate technology advancements.



The Blueprint provides the building blocks for achieving the plan's overarching goal: **CAMPO will achieve a 50% reduction of fatal and serious injury crashes by 2055 and ultimately move toward zero fatalities and serious injuries.** This document provides an executive summary of the complete Blueprint for Safety Plan.

Please see the Blueprint for more information about the process followed to develop the safety plan, annual performance measures, and near-term and long-term strategies and actions for achieving the region's goal.

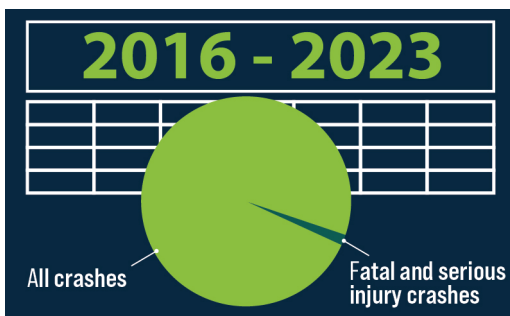
Drafting the Blueprint

CAMPO **established partners and stakeholders who would participate in the process** to create the Blueprint. The Plan's partners included the NCDOT's Traffic Safety Unit, members of local government, roadway safety partners, community organizations, and residents. They provided input on trends and shared their safety concerns.

CAMPO then **analyzed safety data and stakeholder inputs**, identified areas and populations at-risk for fatal and serious injury crashes, and spatially located areas in need of preventative safety projects and strategies within the High Injury Network (HIN). The Blueprint includes additional details on the data analysis.

After determining the existing safety conditions, the Blueprint **determined safety problems and emphasis areas and identified strategies and projects**. CAMPO, NCDOT, and local agencies will work to **implement the Blueprint** using the Crash Reduction Framework and its strategies, actions, project examples, and potential policies to reduce fatalities and serious injuries across the region. In the future, CAMPO, NCDOT, and local agencies will work together to **evaluate and update the Blueprint**.

The CAMPO region is growing and roadway-related fatalities and serious injuries are increasing.



385,967 crashes occurred in the CAMPO region from 2016-2023.

6,022 fatal and serious injury crashes occurred in the CAMPO region from 2016-2023.



58% of fatal and serious injury crashes in the CAMPO region occur in rural areas.



47% of fatal and serious injury crashes in the CAMPO region are related to lane departure.



Bicyclists and Pedestrians were involved in **1%** of all crashes in the region, but accounted for **13%** of all fatal and serious injury crashes.



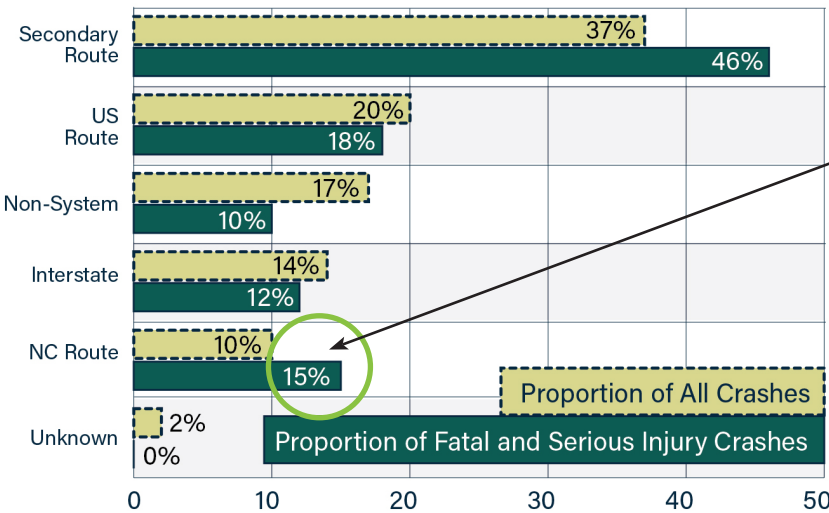
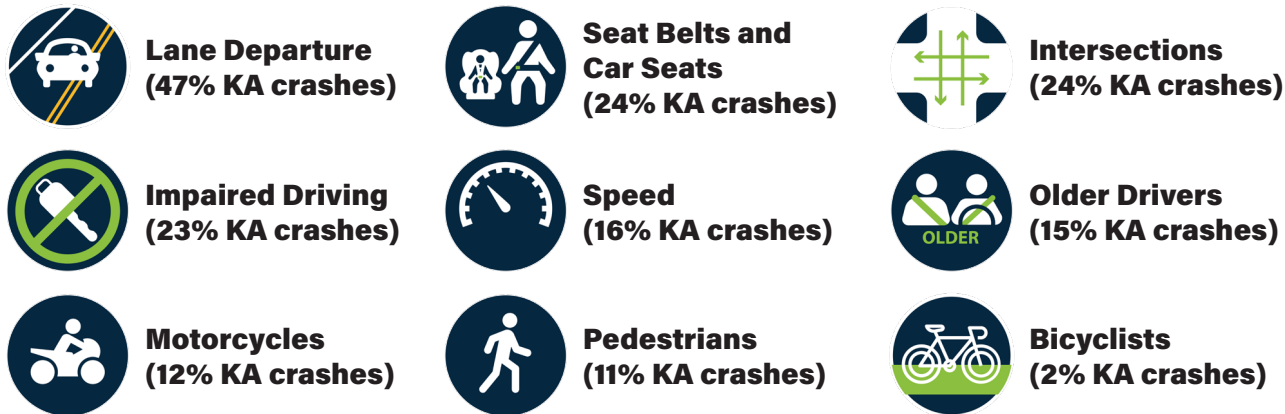
Foundations of the Blueprint

The Blueprint's data-driven approach to plan for transportation safety improvements across the CAMPO region is the foundation of the planning process and helps answer the following questions:

- » What are the top crash types across the CAMPO region?
- » Where are the fatal and serious injury crashes occurring?
- » What are the risk factors for a fatal and serious injury crash in CAMPO?
- » Who is overrepresented in fatal and serious injury crashes?
- » Where could more fatal and serious injury crashes occur?

Focus Crash Types

The Blueprint includes 9 focus crash types. Note: more than one crash type can be a leading contributor to a single fatal or serious injury crash. Lane departure (47%), Seat Belts and Car Seats (24%), and Intersections (24%) are the greatest contributors to fatal and serious injury crashes in the CAMPO region.



Proportion of Fatal and Serious Injury Crashes vs. All Crashes by Facility Type from 2016-2023

SAFETY DATA SPOTLIGHT

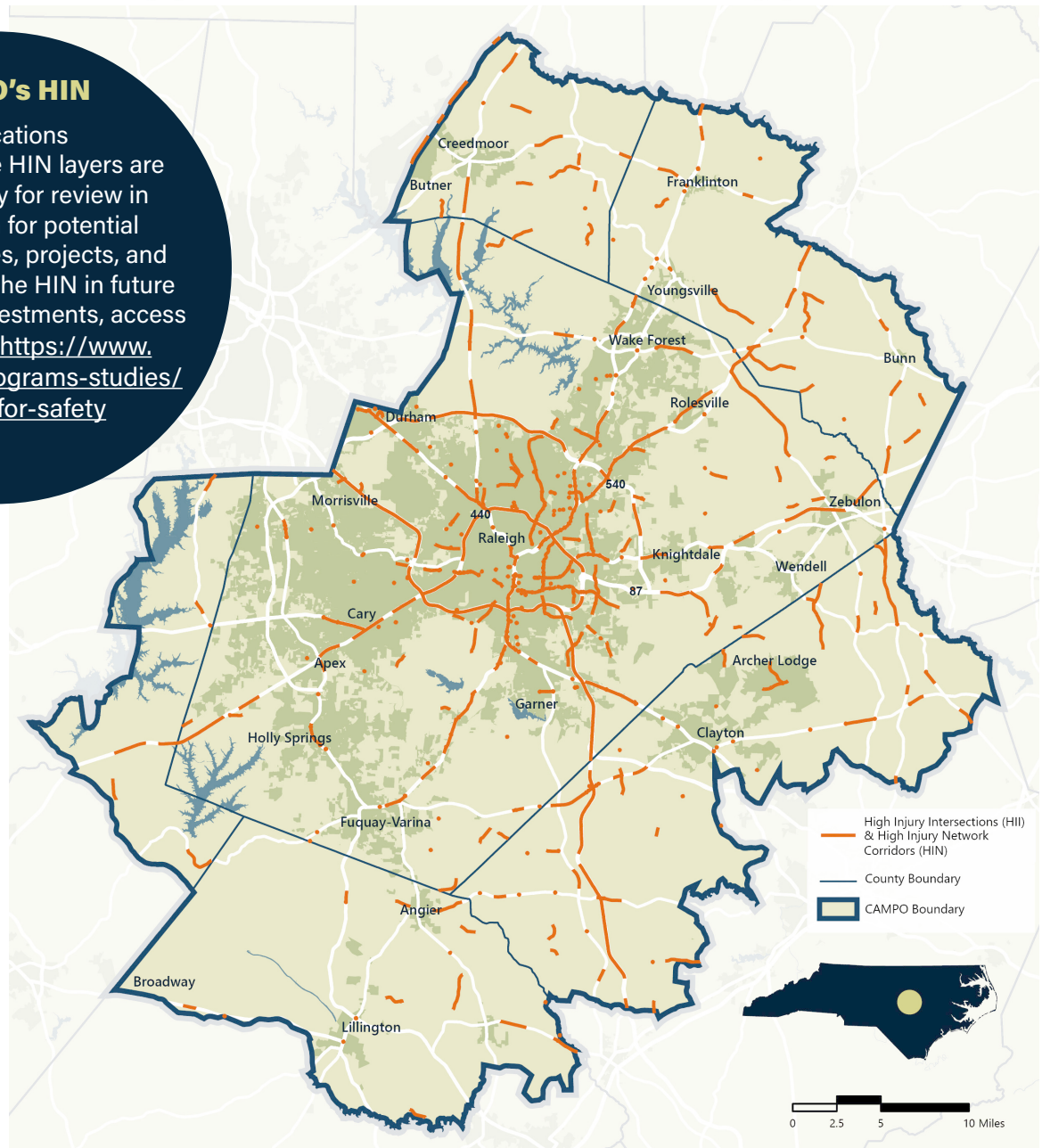
North Carolina Routes account for 4% of the CAMPO region's roadways, and 15% of fatal and serious injury crashes happen on NC Routes.

United States Routes account for 3% of the CAMPO region's roadways, and 18% of fatal and serious injury crashes happen on US Routes.



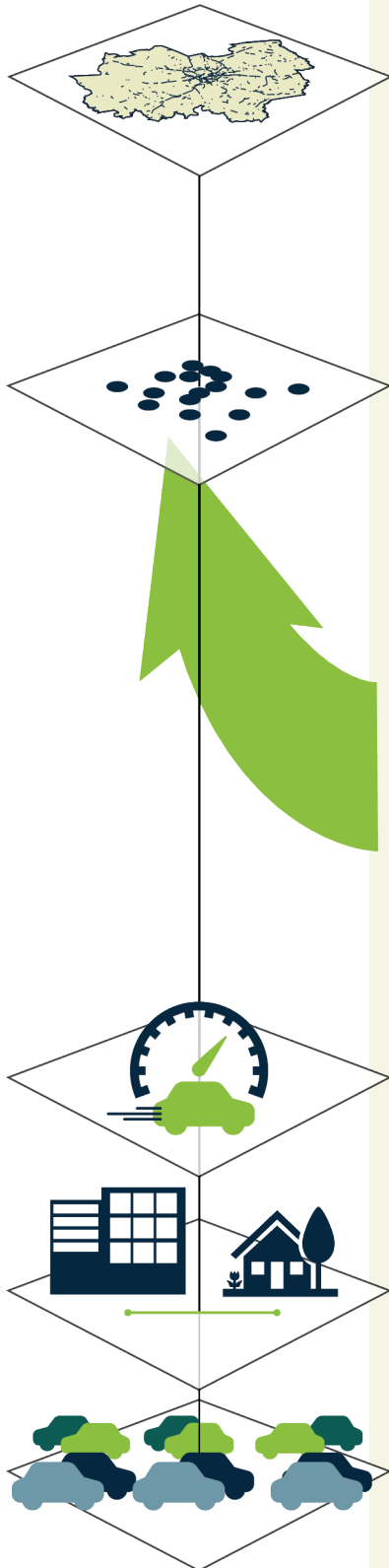
CAMPO's HIN

The locations identified by the HIN layers are the first priority for review in the near-term for potential countermeasures, projects, and policy. To utilize the HIN in future transportation investments, access is available at: <https://www.campo-nc.us/programs-studies/blueprint-for-safety>



The HIN maps use NCDOT crash data and bicycle-and pedestrian-specific crash data from 2016-2023 to identify locations across the CAMPO region with a high frequency of fatal and serious injury crashes. The HIN Map in the Blueprint incorporates a total of four layers:

- » **High Injury Intersections (HII) for all crashes** – Captures the 1% of all intersections that capture 38% of all fatal and serious injury crashes at intersections in the CAMPO region.
- » **HIN for all crashes** – Captures 3% of non-interstate mileage to capture 39% of all fatal and serious injury crashes in the CAMPO region.
- » **HII for bicycle and pedestrian crashes, only** – Captures 3% of non-interstate mileage to capture 59% of bicycle and pedestrian fatal and serious injury crashes in the CAMPO region.
- » **HIN for bicycle and pedestrian crashes, only** – Captures 1% of all intersections to capture 50% of bicycle and pedestrian fatal and serious injury crashes in the CAMPO region.



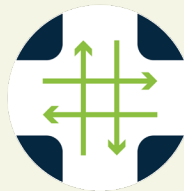
Crash Risk Analysis

The Blueprint created data as tools for identifying the region's roadways that have the greatest risk for specific types of fatal and serious injury crashes. Crash risk analysis is comprised of three elements:

LIKELIHOOD – Considers which crash types are most likely to occur on the roadway and the potential countermeasures to reduce the frequency of severe crashes. Crash types mapped for risk included lane departure, speed, bicycle, pedestrian, and motorcycle crash types for risk on segments and intersections in the CAMPO region.



Lane Departure



Intersections



Bike/Pedestrians
at Intersections



Bike



Speed



Pedestrian



Motorcycle

SEVERITY – Considers where speed can contribute to more severe crashes and where speed can be managed in the development context. The Blueprint used 85th percentile speeds during workdays over a 24-hour period to identify roadways and intersections in the CAMPO region where speed can be managed more effectively.

CONTEXT AND EXPOSURE – Considers where traffic volumes can contribute to crash frequency and the road users involved in traffic-related contexts.

For more information on safety data for likelihood, severity, context, and exposure, see the full Blueprint and CAMPO Safety Analysis map here:

www.campos-nc.us/programs-studies/blueprint-for-safety



Building the Blueprint

The Blueprint is built upon a set of Pillars, overall strategies, and key actions. Each Pillar represents a category of work to improve Safety Policy, Safety Culture, and Safety Projects to intentionally address safety needs. High-level strategies support each Pillar and describe a vision for how the Pillar will support reaching the overarching goal to reduce fatal and serious injury crashes by 50% by 2055, ultimately moving towards zero fatal and serious injury crashes.

CAMPO, its member agencies, NCDOT, and other partners will champion actions to implement the Blueprint. The actions are stratified into horizons of work: near-term and long-term and are listed below. The near-term actions are urgent needs over the next 5 years and can be quick wins for the CAMPO region. The Blueprint includes implementation plans for the near-term actions with immediate next steps, performance measures, and lead implementers. Lead implementers for the Blueprint near-term actions include:



CAMPO will lead actions that involve regional coordination or regional transportation planning activities and actions that affect discretionary funding programs that CAMPO administers.



Local Agencies (Towns and Counties in CAMPO) will lead actions within their jurisdiction to oversee like Capital Improvement Programs, maintenance projects, local plans and studies, pursuing competitive grants for increased capacity to deliver safety projects, and enforcing traffic laws.



NCDOT will lead actions that require coordination on the state system roadway or provide technical assistance for activities, such as performing Road Safety Assessments, pairing funds with the Highway Safety Improvement Program (HSIP) for project implementation, and setting annual safety targets.





Pillar 1: Safety Policy

Safety policy is critical to addressing the unique safety challenged posed by regional and local diversity in geography, traffic patterns, and communities. Safety policies can range from standards for private developments to adopting workplace incentives to combat distracted driving or speeding.

Strategy 1: Adopt policies to promote the Safe System Approach.

Term	Lead	Action
Near-Term		Action 1: Create model approaches for updating transportation analysis methods to identify and incorporate multimodal safety strategies.
Near-Term		Action 2: Develop zoning and land development standards that proactively include transportation networks and countermeasures for all roadway users.
Near-Term		Action 3: Improve accuracy and timeliness of crash and safety data through training and sharing best practices for crash reporting with local police departments and local agency transportation practitioners.
Long-Term		Action 4: Update transit plans and develop guidance for integrating safety data into locating and improving safe access to transit and school bus stops.
Long-Term		Action 5: Create intersection alternative selection guidance to improve consistency in the design of intersections and reduce risks for severe crashes at intersections.
Long-Term		Action 6: Incorporate or improve countermeasure selection and design guidance into local roadway design standards and project development procedures.
Long-Term		Action 7: Develop local traffic calming programs and guidance for quick build projects on local streets.
Long-Term		Action 8: Develop a model Complete Streets project and policy development guide.
Long-Term		Action 9: Develop Safe Driver workplace incentives, recognition for good practices, and fleet management policies for local agencies to improve corporate or organization-wide traffic safety culture.

Pillar 2: Safety Culture

Safety culture encompasses how safety is prioritized, perceived, and practiced in the CAMPO region. It requires involvement from all stakeholders to collaborate on common safety goals. If residents within the CAMPO region engage in a robust safety culture, this results in proactive risk management concerning behavior-related transportation safety challenges and a collective commitment to building more resilient transportation networks.

Strategy 1: Promote the benefits of a safer transportation system to CAMPO residents.

Term	Lead	Action
Near-Term		Action 1: Evaluate the performance of safety projects and experimental treatments to increase understanding of effectiveness of countermeasures.
Near-Term	 	Action 2: Collaborate with agencies in healthcare, education, and housing to describe the benefits of improving transportation safety and the costs to society for lives lost or incapacitating injuries resulting from crashes.
Near-Term		Action 3: Develop a culturally-sensitive regional education campaign, including a social media calendar and outreach events, to highlight traffic safety issues and encourage safer travel.
Long-Term		Action 4: Hold “open streets” events or create pop-up “traffic gardens” across the CAMPO region to engage with bicyclists and pedestrians of all ages and abilities, teach basic road safety skills, and share information relevant to regional safety initiatives.
Long-Term		Action 5: Include questions in the MTP survey about public awareness of safety problems and understanding of proven countermeasures.

Strategy 2: Cultivate a local safety culture.

Term	Lead	Action
Near-Term		Action 1: Establish a Regional Safety Committee of local governments in the CAMPO region to meet quarterly, discuss and share safety project resources, needs, successes, and ideas.
Near-Term		Action 2: Review and report on implementation progress and performance measures included in the Blueprint for Safety Plan annually.
Long-Term		Action 3: Update the Blueprint for Safety Plan every 5 years, assessing recent trends and implementation progress.
Long-Term		Action 4: Coordinate with Conference of District Attorneys to identify additional courses that can be developed and offered to encourage safer driving.



Pillar 3: Safety Projects

A proactive approach to addressing safety in regional and local transportation networks begins with project selection and design processes and uses funding streams designated for safety projects.

Strategy 1: Implement a “Safety in All Projects” approach.

Term	Lead	Action
Near-Term		Action 1: Develop and distribute guidance to consider context, crash risk, crash history, and crash severity when developing or reviewing STIP projects, LAPP projects, and other local transportation projects.
Near-Term		Action 2: Coordinate between local and regional safety plans to prioritize transportation safety needs.
Long-Term		Action 3: Create a regional technical assistance program to provide ongoing support to local agencies for implementing safety strategies.
Long-Term		Action 4: Collaborate with the NCDOT Rail Division to conduct Traffic Separation Studies (TSS) at highway-rail crossings in the CAMPO region.

Strategy 2: Enact a Safe Speed Management Program.

Term	Lead	Action
Near-Term		Action 1: Support statewide efforts to develop guidance for setting and managing speeds in projects based on context, roadway user types, and crash risk.
Near-Term		Action 2: Perform speed studies along roads with identified speed problems to identify potential safety improvements.
Long-Term		Action 3: Conduct targeted enforcement and public engagement in areas with patterns of excessive speeding.

Strategy 3: Develop highly effective safety projects.

Term	Lead	Action
Near-Term		Action 1: Advocate for additional and leverage state and federal funding to implement safety projects and low-cost countermeasures.
Near-Term		Action 2: Set local budget targets for and increase local capital spending on safety projects.
Long-Term		Action 3: Create “bundled” or grouped projects of systemic improvements for implementation through LAPP or discretionary grants.
Long-Term		Action 4: Create inventories of roadway features to develop systemic (multi-site or widespread) safety projects for focus crash types.
Long-Term		Action 5: Apply safety data and improved screening methods in the Roadway Prioritization Tool to all proposed 2060 MTP projects to refine the safety needs in project proposals.

Tools for Constructing the Blueprint

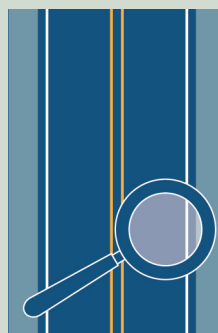
The CAMPO region will continue to coordinate with federal, state, and local partners to implement the Blueprint and make significant progress toward zero fatalities and serious injuries on the roadways. Member agencies are encouraged to demonstrate commitment through letters of support or formal resolutions. The Blueprint includes additional information on the data analysis used to identify safety trends and communities of concern, an overview of stakeholder and public engagement, additional details on the Crash Reduction Framework and safety project funding, and how the Blueprint will be evaluated and updated.

The Blueprint details several tools to support State, regional, and local implementation:



Safety Data Toolkit

Identifies a location or defines a safety problem for an existing project location using information from the HIN, crash risk analysis, or site characteristics.



Implementation Strategies

Includes corridor analyses, intersection improvements, modernization, roadway safety assessments, systemic applications, traffic calming, and HSIP coordination.



Countermeasure Library

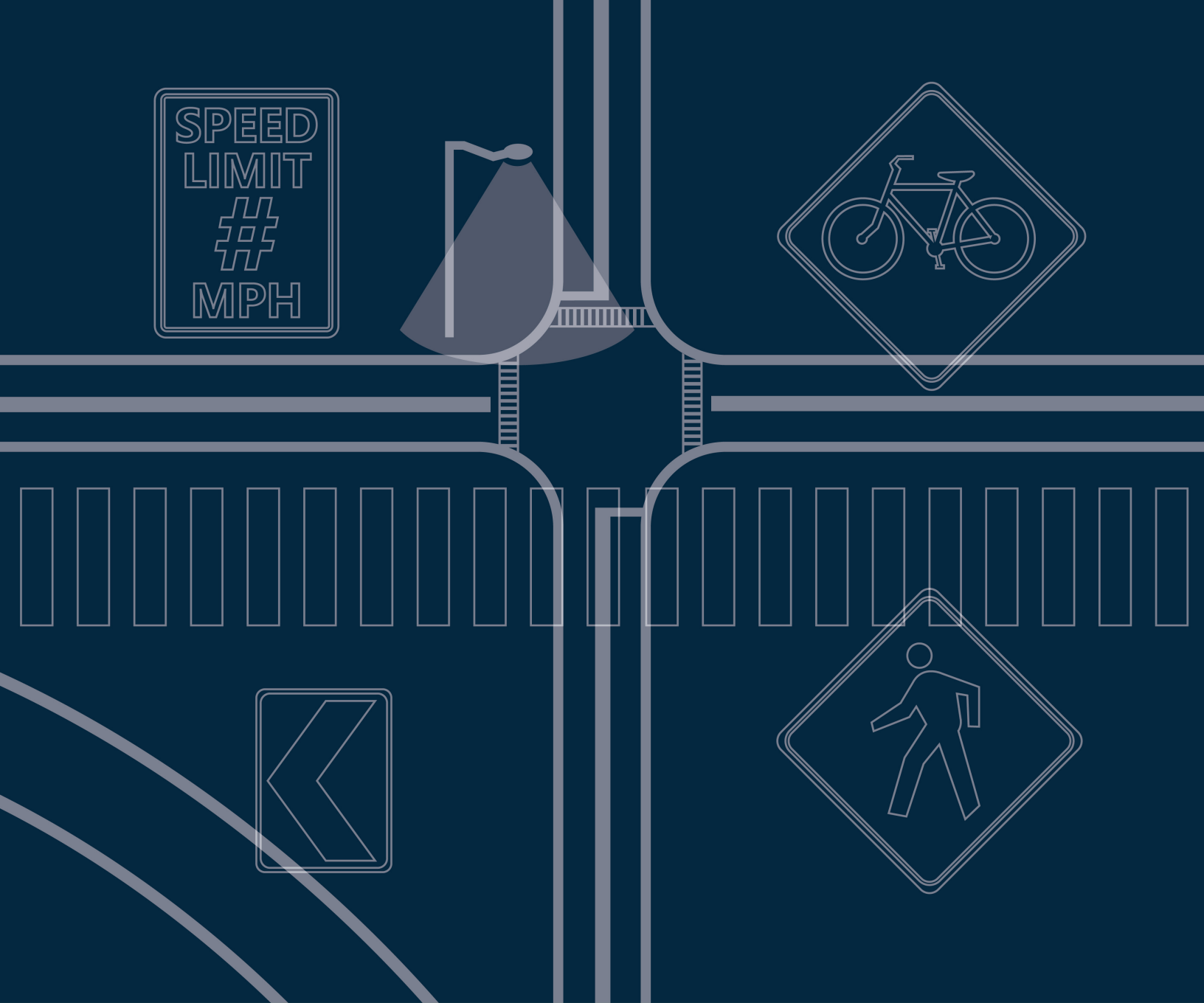
Is a resource to help agencies in the region match identified safety needs with potential project improvements and additional guidance on countermeasure selection.



Project Funding

Identifies federal, state, and local funding available to implement necessary transportation safety improvements.

CAMPO will use an Annual Report to track implementation progress towards reaching the performance measures and goal. The success of the plan is dependent upon the support and investments from all levels of safety stakeholders. CAMPO plans to continue coordinating with and supporting the efforts of NCDOT, regional, and local leaders to exercise the strategies and actions identified in the Blueprint.



CAMPO

Kenneth Withrow,
Senior Transportation Planner

kenneth.withrow@campo-nc.us

<https://www.campo-nc.us/programs-studies/blueprint-for-safety>

NCDOT

Brian Murphy, PE,
Traffic Safety Systems Engineer,
Traffic Safety Unit

bgmurphy@ncdot.gov



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-506-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: July 15, 2025

Subject

Commissioner Reports

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2025-508-

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: July 15, 2025

Subject

Department Monthly Reports

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS WORK SESSION AGENDA ITEM REPORT

Agenda Item No.: 2025-484-

Submitted by: Candace Davis, Administration

Submitting Department: Administration

Meeting Date: July 1, 2025

Subject

Closed Session: NCGS 143-318.11(5)

Recommendation:

Closed Session: NCGS 143-318.11(5) -To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease

item Summary:

ATTACHMENTS: