

# | Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: December 09, 2025

## Item Details

Presenter(s): Marla Y. Newman, Director

Department(s): Community Development & Neighborhood Connections (CDNC)

### Requested Motion

Motion to approve a Professional Services Agreement between Bolton & Menk, Inc. and Town of Apex, for the Hughes Street Site Planning and Design Services in the amount of \$307,700, and authorize the Town Manager, or their designee, to execute on behalf of the Town.

### Approval Recommended?

Yes

### Item Details

The Town of Apex is advancing planning and predevelopment for the Town-owned Hughes Street site located at Hughes Street and Perry Road. Pursuant to a Request for Qualifications (RFQ) process, Staff selected Bolton & Menk, Inc. to provide professional planning, design, and advisory services to develop a conceptual master plan, initiate rezoning, and prepare for a future public-private partnership. The consultant team includes Innovate P3 and CommunityScale LLC, providing financial analysis, delivery strategy, and market study support.

The total contract amount of \$307,700 includes project management, community engagement, conceptual design, rezoning support, and developer selection preparation. This project will inform the Town's housing and redevelopment goals, guide future site development, and ensure that mixed-income housing choices and community priorities are embedded in the planning process for the Hughes Street site.

Staff requests that Town Council:

- Authorize the Town Manager to execute a professional services agreement with Bolton & Menk, Inc. in the amount of \$307,700 for Hughes Street Site Planning and Design Services.

## Attachments

- CN1-A1: Agenda Memo - Professional Services related to Hughes Street Mixed Use Site Planning and Design
- CN1-A2: Scope of Services and Fee Proposal - Professional Services related to Hughes Street Mixed Use Site Planning and Design
- CN1-A3: Subconsultant Scopes (CommunityScale LLC and Innovate P3) - Professional Services related to Hughes Street Mixed Use Site Planning and Design
- CN1-A4: Professional Services Contract - Professional Services related to Hughes Street Mixed Use Site Planning and Design

