



Memo

To: Randy Vosburg, Town Manager

From: Tiana Joyner, CDNC Housing Programs Manager

Date: December 9, 2025

Subject: Authorization to Execute Contract with Bolton & Menk, Inc. – Hughes Street Site Planning and Design Services

What is Requested:

- A. **AUTHORIZE** the Town to execute a professional services agreement with Bolton & Menk, Inc. for the Hughes Street Site Planning and Design Services in the amount of \$307,700.
- B. **AUTHORIZE** the associated budget amendments and transfers of funds for the project from available funding in the Affordable Housing Fund.

Background:

The Town of Apex seeks to advance the planning and predevelopment of the 13-acre Town-owned Hughes Street site located at the corner of Hughes Street and Perry Road. Bolton & Menk, Inc. was selected through a qualifications-based process to provide professional planning, design, and advisory services to support this municipal-led development initiative. The consultant team includes Innovate P3 and CommunityScale LLC as subconsultants to provide financial analysis, project delivery, and market study support.

The Hughes Street Site represents a key opportunity for the Town of Apex to advance its long-term affordable housing and community development goals. The approximately 13-acre, Town-owned parcel has been identified as the future site for a Town-initiated development that will model innovative approaches to housing and community partnerships.

The Town Council has previously approved the establishment of a Community Land Trust (CLT) to ensure permanent affordability and community stewardship of Town-supported housing. The Hughes Street Site is envisioned as one of the first development opportunities to apply this approved model, expanding affordable homeownership opportunities for Apex residents.

The Town is also exploring a potential partnership with NeighborUp – formerly Dorcas Ministries – to evaluate opportunities for collaboration in future phases of the project.



Site Description:

The Town-owned property, referred to as the Hughes Street Site, consists of approximately 13.09 acres located at the corner of Hughes Street and Perry Road. The northern portion of the site includes previously cleared and graded land, while the southern portion remains heavily wooded. The parcel is situated within an established area of mixed residential, commercial, and light industrial uses, offering strong connectivity to nearby services, employment centers, and transportation corridors.

Given its size, strategic location, and existing surrounding land uses, the Hughes Street Site presents a significant opportunity to advance the Town's affordable housing goals and support future mixed-income residential development.

The total professional services fee of \$307,700 encompasses all tasks outlined in the proposal, which include project management, community engagement, conceptual master planning, preliminary engineering, rezoning support, and delivery advisory services.

Scope of Services Summary:

- Task 1 – Project Management: Coordination, project schedule, and regular updates.
- Task 2 – Market Study and Optimal Development Program (CommunityScale LLC).
- Task 3 – Engagement: Development of engagement plan, stakeholder meetings, surveys, and World Café sessions.
- Task 4 – Conceptual Development Plan & Preliminary Engineering: Visioning, concept planning, and entitlement strategy.
- Task 5 – Architectural Design Services (Subconsultant): Conceptual renderings and design precedents.
- Task 6 – Rezoning Process and PUD Package: Preparation and coordination of rezoning application and public meetings.
- Task 7 – Delivery Advisory Services (Innovate P3): Developer RFQ preparation, delivery strategy, and selection support.
- Task 8 – Exclusions/Additional Services: Not included in this scope but may be added via amendment.

Funding:

Funding for this contract will be provided through the Town's Affordable Housing Fund. The total professional services fee is \$307,700, inclusive of all subconsultant costs and reimbursable expenses, as outlined in the attached proposal.

Recommendation:

Staff recommends 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.
- Authorize the associated budget amendments and transfers of funds from the Affordable Housing Fund to support the project.