



Agenda Action Form Overview

The Board is requested to authorize the County Manager to enter into a service contract with Key Environmental Consulting in the amount of \$159,547, (RFP 25-041) and any related contract amendments, to develop a comprehensive food system assessment and 10-year strategic plan. Existing County funds that were previously allocated and budgeted for this purpose will be utilized for this contract.

Background/Justification

Approximately 14% of Durham County residents experience food insecurity. While significant County and community efforts exist to address this issue, the County lacks a coordinated approach that addresses each part of the food system, as well as considering regional food system implications. This comprehensive food system assessment and plan will provide Durham County staff with research-and community- based recommendations and strategies that help the County improve strategic food security efforts that strengthen the components of our local food system. This plan will also guide future County investments, policies, and programs, facilitating a more effective and aligned decision-making process in partnership with the Durham community.

Based on the eleven responses Durham County received regarding RFP 25-041, Key Environmental Consulting was deemed the most qualified firm for the project due to their strong experience, credentials, and clear understanding of the project’s requirements and vision. They bring extensive expertise in community engagement as well as a strong background in data collection and analysis. Additionally, the team has experience collaborating with a variety of food system partners including government agencies and non-profit organizations throughout Durham and the broader Triangle region.

Durham County issued a Request for Proposals (RFP 25-041) on March 18, 2025. RFP 25-041 was advertised on the Durham County website and through food system listservs and networks. Eleven proposals were received on April 29, 2025. The proposal bid tabulation and evaluation summary are attached.

Policy Impact

The food system assessment and plan most closely aligns with DCo Forward Healthy & Inclusive Community (HI 1a, HI 2a, HI 3a, HI 3b) and Empowered Community (EC 1a, EC 1d, EC 2b) objectives as this will support efforts to strengthen our local food system and help ensure equitable, long-term food security for Durham County residents.

Procurement Background

Type of purchase

- ☐ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

Did this request for purchase go through a bid process? Yes ☒ No ☐



Durham County Government
Agenda Action Form Supplemental Document – Contract Approval

Goods: Bids required if $\geq$ \$30,000, BOCC approval if $\geq$ \$90,000

Services: Bids required if $\geq$ \$30,000, BOCC approval if $>$ \$40,000

Construction/Repair work: Bids required if $\geq$ \$30,000, BOCC approval if $\geq$ \$500,000

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- ☐ Other (please explain)

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☐ No ☐

If no, why?

Fiscal Impact

This project will be funded from the approved FY26 County food security budget.

Recommendation

The County Manager recommends the Board authorize the County Manager to enter into a service contract with Key Environmental Consulting in the amount of \$159, 547 (RFP 25-041) and any related contract amendments, to develop a comprehensive food system assessment and 10-year strategic plan.