

REQUEST FOR QUALIFICATIONS

The Town of Summerville owns a .67 acre park in the downtown Summerville, currently known as Hutchinson Square. We are looking to renovate this park and are seeking architecture firms with experience in park master planning.

The newly developed park master plan may include upgrades to utilities (electrical, water, street lighting), landscape design (to include plant material, irrigation design, hardscapes/pavement treatment, space for public sculpture), design/construction of covered gazebo/bandstand, design/installation of water feature (fountain/splash pad), and parking design.

Respondents should submit their qualifications including past experience with park master planning and descriptions of similar projects they have completed. References should also be included.

This renovation project is being funded by the U.S. Department of Housing and Urban Development through Community Development Block Grant #B-14-MC-45-0013. As such, all participants must agree to comply with certain Federal regulations pertaining to the administration and execution of the solicited project. Please see attached documentation.

Any questions about the RFQ should be submitted in writing to Doyle Best, Parks & Recreation Manager, at dbest@summervillesc.gov. All questions regarding the RFQ shall be submitted by 5:00 PM on **Friday, August 22, 2014**. Answers to all questions will be posted on the town's website on Monday, August 25, 2014.

Qualifications must be submitted no later than 5:00 p.m. on Friday, August 29, 2014 to Doyle Best, Parks & Recreation Manager, Summerville Town Hall, 200 S. Main Street, Summerville, S.C. 29483.

No submittals will be accepted after 5:00 p.m. on Friday, August 29, 2014. All submittals received by deadline will be considered without regard to age, race, creed, color, gender, disability, or national origin. All costs associated with the preparation of the submittal will be the responsibility of the prospective developer and will not be reimbursed.



Town of Summerville Community Development Block Grant Program Certification Forms

The park renovation project outlined in this solicitation package is being funded by the U.S. Department of Housing and Urban Development through Community Development Block Grant #B-14-MC-45-0013. As such, all participants must agree to comply with certain Federal regulations pertaining to the administration and execution of the solicited project.

All participants must review and fully complete the attached forms and return them as part of their qualifications package. **Firms who do not submit or fully complete all required forms will be disqualified from further participation.**

The awarded contract will be made based on the selection criteria outlined in the Request For Qualifications. Funds available for project completion **will not** be made available to potential candidates during the solicitation period.

Questions pertaining to the completion of these forms should be directed to:

Wenda Mistak, Grants Administrator

Phone: (843) 851-4234

E-Mail: wmistak@summervillesc.gov

The Town of Summerville's Community Development Block Grant Program is primarily funded by the U.S. Department of Housing and Urban Development. The Town of Summerville does not discriminate on the basis of age, color, religion, gender, national origin, familial status or disability in the admission or access to, or treatment or employment in its federally assisted programs or activities.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND
OTHER MATTERS RELATED TO PUBLIC TRANSACTIONS**

- (1) The prospective contractor/firm certifies to the best of its knowledge and belief, that it and its principals:
- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - c. Are not presently indicated for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions terminated for cause or default.
- (2) Where the prospective contractor/firm is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

_____	<u>Town of Summerville, SC</u>
Name	Local Government Agency

Title	
_____	<u>Hutchison Square Renovation</u>
Firm/Contractor	Project Name/Title

Street Address	

City, State, Zip Code	
_____	_____
Signature	Date

OTHER GRANT RELATED CONDITIONS

I, _____ the undersigned, certify that _____
Print Name *Print Business Name*

agrees to comply with the following "Grant Related Conditions," as they pertain to administration and execution of the solicited project:

ASSISTANCE WITH DAVIS BACON AND RELATED ACTS

The Firm certifies that during project bid document preparation that it will assist the Town with complying with all requirements and regulations of the Davis Bacon and Related Acts (DBRA). Assistance will include working with the Town's Grants Administrator to assure that proper wage determinations, applicable to the solicited project, are made available to prospective bidders during the bid solicitation period and that specific language relating to certified payrolls, worker interviews and Federal regulations are included in the final construction project bid package.

SUBCONTRACTORS

If the Firm proposes to use key professional personnel who are not employed by the Firm in a full time capacity, the Firm must include a resume(s) of the personnel, specifically designate what portions(s) of the project the personnel will be responsible for and what percentage, in terms of time, of the project will be performed by such personnel. The Firm shall be professionally liable for the work of such personnel and shall provide assurances to the Town that such personnel will devote sufficient time to properly carry out the designated project work.

AUDITS AND REVIEWS

At the Town's request, the Firm shall, throughout the life of the contract and two years subsequent to the completion of the contract, participate in any Federal audits or monitoring visits. The Firm's support may include, but not be limited to, producing documentation, gathering data, preparing reports or correspondence and assisting the Town in responding to technical questions associated with the contracted project.

EQUAL EMPLOYMENT OPPORTUNITY

In carrying out the scope of work outlined in this solicitation, the Firm shall not discriminate against any employee or applicant for employment based on race, color, religion, age, sex, familial status, disability or national origin.

UTILIZATION OF MINORITY FIRMS

It is a national priority of the U.S. Department of Housing and Urban Development to award a fair share of Federally funded contracts to small and minority businesses. The Firm should take steps to assure that small and minority businesses are utilized, **whenever feasible**, as potential sources for supplies, equipment, construction and services.

AMERICANS WITH DISABILITIES ACT (ADA)

The Firm certifies that it will comply with all requirements of Title I of the Americans with Disabilities Act of 1990, as applicable.

POLITICAL ACTIVITY

The Firm shall comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7321-7326) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

RESTRICTIONS FOR LOBBYING

In accordance with 31 U.S.C. 1352, funds received under this contract may not be expended to pay any person, or influence, or attempt to influence, an officer, or employee of any agency, a member of Congress, an officer or employee of any agency, or an employee of a member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement. This restriction is applicable to all subcontractors and must be included in all subcontracts.

Printed Name

Title

Signature

Date