

## Amended REQUEST FOR PROPOSAL

### JAMES SCOTT MEMORIAL WATER FOUNTAIN and SITE REHABILITATION MASTER PLAN

#### Belle Isle Conservancy



For services provided to:  
**Belle Isle Conservancy**  
300 River Place Drive, Suite 2800  
Detroit, MI 48207

October 19, 2015

To Whom it May Concern:

Please find enclosed a Request for Proposal (RFP) to provide a Rehabilitation Master Plan of the James Scott Memorial Water Fountain and Site located in Belle Isle State Park. **Please be advised that the enclosed RFP supersedes the previous RFP, which was issued on 10/16/2015.** In order to be considered, we must receive your bid proposal submission, via mail or email, in our office no later than January 13, 2016 at 2:00 p.m. EST at:

Summer Ritner  
Belle Isle Conservancy  
300 River Place Drive, Suite 2800  
Detroit, MI 48207  
Email: ritners@belleisleconservancy.org

We look forward to receipt of your proposal. If you have any questions, please submit them in writing or via e-mail by January 8, 2016 at 5:00 p.m. to:

Summer Ritner  
Belle Isle Conservancy  
300 River Place Drive, Suite 2800  
Detroit, MI 48207  
Email: ritners@belleisleconservancy.org

Sincerely,

Michele Hodges  
President

## **REQUEST FOR PROPOSALS (RFP)**

### **JAMES SCOTT MEMORIAL WATER FOUNTAIN REHABILITATION MASTER PLAN BELLE ISLE PARK, DETROIT, MICHIGAN**

#### **INTRODUCTION:**

The Belle Isle Conservancy (BIC) requests proposals from qualified consultants for a Rehabilitation Master Plan of the 1923 James Scott Memorial Water Fountain and Site located on the west end of Belle Isle Park. The Fountain and Site are contributing resources in the Belle Isle Historic District, a National Register Historic District located on Belle Isle, City of Detroit, Wayne County, Michigan. The City of Detroit's financial restructuring requires the Michigan Department of Natural Resources (MDNR) to manage Belle Isle Park while the City of Detroit retains ownership. The Belle Isle Conservancy (BIC) maintains a supportive role to both agencies. However for the purposes of this RFP, BIC is the client. The Belle Isle Conservancy's mission is to protect, preserve, restore and enhance the natural environment, historic structures and unique character of Belle Isle as a public park for the enjoyment of all – now and forever.

The winning bidder will contract with BIC and must comply with Federal and State Equal Employment Opportunity law, and Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion. Compliance with all applicable federal, state, and local laws, rules and regulations is required.

This project is funded with monies from the Historic Preservation Committee of the BIC.

This RFP contains three sections:

Section I, Project Summary;

Section II, Selection Criteria;

Section III, Information Required from Bidders.

#### **SECTION I: PROJECT SUMMARY**

##### ***Physical Description:***

Belle Isle Park is the crown jewel of Detroit's park system and the James Scott Memorial Water Fountain, located at the west end of the park, is the crown jewel of the park. Designed by Master Architect, Cass Gilbert (1859-1934) and dedicated in 1925, the magnificent white marble fountain is visually the first welcoming, historic structure encountered by patrons upon entry. The fountain is a contributing resource in the Belle Isle Historic District, a National Register Historic District located in Belle Isle Park, City of Detroit, Wayne County, Michigan. The fountain consists of a series of stacked bowls adorned with bas-relief panels sculpted by K. M. Oswald Hoepfner (1872-1957). The original main bowl's interior was outlined with a border of Pewabic mosaic tile and interspersed with said tile of various marine animals, designed by Mary Chase Perry Stratton (1867-1961). The fountain and cascades are adorned with carved marble lions, dolphins, crabs, putti, rhytons and heads of Neptune and bronze turtles spouting water. The water descends from the fountain, to the cascades into the basin, the terminus of the water trail. The mechanical and electrical systems of the fountain are housed in the fountain

control room located directly underneath the fountain in the basement, accessed at the site. On the east side of the terrace facing the fountain is a bronze sculpture of a seated James Scott, executed by Herbert Adams (1858-1945). The site is surrounded by Japanese Cherry Trees, some a gift from people of Toyota, Japan. The fountain site is the most visited feature in the park and is popular for meeting and gathering as well as weddings and other events.

***Project Objectives:***

The proposed Rehabilitation Master Plan for the James Scott Memorial Water Fountain has the objective of returning the Fountain, Cascades and Basin, Sculpture and Site to its original grandeur, appearance and operation; above and below ground. The two objectives are to hire a consultant team to:

1. Complete a Rehabilitation Master Plan (RMP) by performing an existing conditions assessment, analyze damage, viability, regarding restoration, rehabilitation or replacement of all components associated with the above, including but not limited to engineering, electrical, plumbing, and mechanical systems associated with the fountain control room, retention ponds, inlet and outlet pump houses/weirs with state of the art, energy efficient, sustainable design including all water intake and outflow.
2. Complete a RMP containing recommendations and written plans and specifications to make the necessary repairs associated with above; and make recommendations regarding restoration, rehabilitation or replacement of all components, including but not limited to engineering, electrical, plumbing, and mechanical systems associated with the fountain control room, retention ponds, inlet and outlet pump houses/weirs with state of the art, energy efficient, sustainable design including all water intake and outflow. Due to the enormity of the entire project, the assessment will result in a prioritized schedule of recommended actions for immediate, near-term (1-3 years), mid-term (3-5 years), and long-term (>5 years) maintenance and rehabilitation of the property.

The RMP will be used to plan a future capital campaign and provide the basis for future work. The chosen consultant team shall consist of, at least one architect that meets or exceeds the professional requirements for "Historic Architecture" as stated in the Secretary's (Historic Preservation) Professional Qualifications Standards, previously published in the Code of Federal Regulations 36 CFR Park 61. [http://www.nps.gov/local-law/arch\\_stnds\\_9.htm](http://www.nps.gov/local-law/arch_stnds_9.htm), and other experts such as historic stone consultants, electrical, structural, plumbing and mechanical engineers with demonstrated experience working on similar structures. Other experts shall be part of the team and all shall demonstrate the following:

- A. Evidence of the capacity to successfully carry out this project.
- B. Experience with similar projects.
- C. Understanding of project objectives
- D. Understanding of the Secretary of the Interior's Standards for Rehabilitation (The Standards).
- E. Adherence to the scheduled dates of the proposed project timeline incorporating the scope of services.

- F. Documentation that the lead architect assigned to the project meets the minimum professional qualification in Historic Architecture as outlined in 35 CFR Part 61.

## **II. SCOPE OF SERVICE**

All work must be performed with the utmost sensitivity to the historic nature and original external appearance. The written RMP and specifications must meet minimum professional quality standards developed by the National Park Service (NPS) outlined in NPS-28 – Cultural Management Guidelines, as well as minimum standards established by the State Historic Preservation Office (SHPO). Furthermore, all proposed intervention will comply with recognized and proven conservation practices and techniques. All project work shall meet the U.S. Secretary of Interior’s Standards for Rehabilitation, 36 CFR 67 and the Belle Isle Park Master Plan by Hamilton Anderson (2005). While it is important to honor the past, it is just as necessary to reach toward the future to ensure that the park and the magnificent fountain will function properly and remain accessible for future generations.

Whenever possible, best practices and sustainable rehabilitation is encouraged in order to reduce pollution, environmental impact, and construction, labor and future maintenance costs without sacrificing historical integrity.

### **A. Rehabilitation Master Plan-Services**

Architectural Management- the bidder will provide overall project management and will assist and coordinate the work of all consultants, maintain communications with all parties, provide quality control, determine and maintain project implementation schedules. In addition the Bidder will complete the following tasks:

1. Project Goals and Objectives – in dialogue with BIC and other supportive agencies will jointly establish a clear and concise Project Goal Statement and a list of Objectives in terms of Form, Function, Time and Economy for the repair/rehabilitation/renovation of the James Scott Memorial Water Fountain and Site.
2. Administrative Data – identify names, numbers and locational data used to refer to the Scott Fountain and Site, the proposed treatment of the structure including the source document, related studies, cultural resource data including date listed in the National Register, period of significance, and context of significance. Additional Recommendations for documentation, cataloging and storage of materials generated by the RMP shall be developed.
3. Background and Context – do primary and secondary source research to develop a summary that briefly describes the people and events associated with the Scott Fountain and Site.
4. Development and Use – based on historical documentation with corroboration from first-hand observation and materials analysis, develop text summarizing the physical construction, modification and use of the structure.
5. Site analysis – provide an analysis of the site relative to the following:
  - a. Exhibition, interpretation, special event space
  - b. Pedestrian accessibility
  - c. Physical assets and liabilities

d. Expansion or shrinkage potential  
Site analysis should address, but not be limited to, removal or inclusion of unsightly concrete pad, which disrupts the original, cohesive, symmetrical 1923 site design, the Master Plan for Belle Isle by Hamilton Anderson plan (2005) proposal, and the remainder of the site.

- e. Parking
  - f. Loading areas
  - g. Utility service
  - h. Belle Isle Park Master Plan by Hamilton Anderson (2005);
  - i. Zoning
  - j. Urban design characteristics, historic landscaping plan
  - k. Impact on adjacent park buildings and landscapes
  - l. Future known development and location of existing complementary facilities.  
This analysis shall be guided by The Standards.
6. Architectural Systems Evaluation – the bidder will evaluate existing architectural systems including, but not limited to, flashing and waterproofing, masonry-stone-tile, doors, interior spaces, plumbing, mechanical, electrical, structural systems to establish their condition and need for rehabilitation, restoration, replacement and maintenance. Each element, group of elements or system shall be evaluated by the architect or a qualified specialty consultant in the case of structure’s plumbing, mechanical, electrical, structural, and lighting based on a walk-through of the structure and site and available documentation. The architect and or consultants shall provide a complete report of their evaluation and recommendations along with a brief summary statement and cost estimate.
7. Schedule- the Bidder will propose a project implementation schedule that conforms to the project deadlines as noted in the RFP. The schedule will note critical tasks and the overall process of project development; including recommendations on phased construction/rehabilitation work as funding becomes available as described in Project Objectives section.
8. Estimate of Probable Cost- the Bidder will develop estimates of probable cost which will include but not be limited to the following major accounts;
- a. Site development
  - b. Structure rehabilitation
  - c. Repair or replace equipment
  - d. Movable equipment
  - e. Administrative Costs, Contingency and fees.

***B. Project Deliverables***

The above items will be combined into a summary document entitled “James Scott Memorial Water Fountain and Site Rehabilitation Master Plan”. The RMP must meet minimum quality standards developed by the National park Service (NPS) and outlined in NPS-28, as well as minimum standards established by the Michigan Department of History, Arts, and Libraries, State Historic Preservation Office (SHPO). The RMP must contain the following information in the format shown:

1. Cover page
2. Table of Contents
3. Executive Summary – This introductory text provides a concise account of
  - a. Completed research done to produce the RMP
  - b. Major research findings
  - c. Major issues identified
  - d. Recommendations for treatment or use
4. Administrative Data – contains
  - a. Names, numbers and locational data used to refer to the historic structure and site.
  - b. Proposed treatment of the structure including source documents
  - c. Related studies
  - d. Cultural resource data including date listed in the National Register, period of significance and context of significance and,
  - e. Recommendations for documentation, cataloguing and storage of materials generated by the RMP.
5. Part One – Developmental History

This part documents the evolution of the historic structure. It is based on documented research and physical examination.

- a. Historical Background and Context – this section briefly describes the people and events associated with the structure. This section should also establish a recommended period(s) of significance, if this has not been established in the National Register nomination.
- b. Chronology of Development and Use

This important section summarizes the physical construction, modification, and use of the structure. The text is based on documented historical information with corroboration from first-hand observation and materials analysis.

6. Part Two – Condition and Systems – This part documents the current condition of the historical structure, site and its systems and the causes of deterioration

- a. Physical Description

This section contains a systematic accounting of all features, materials and spaces according to age, significance, and condition. Inspection reports shall be summarized in the body of this section. Copies of these reports shall be included the Appendix. The text should also discuss the causes of deterioration and structural adequacy.

- b. Systems Analysis

This section contains a systematic accounting and evaluation of all systems including but not limited to, architecture, masonry-stone-tile, doors, plumbing, mechanical, electrical, structural materials and spaces according to age, significance, condition and causes of deterioration and adequacy, as well as needed for rehabilitation, restoration replacement or maintenance. Each element, group of elements or system shall be evaluated by the architect or a qualified specialty consultant based on a walk-through of the site and available documentation. Inspection reports shall be summarized in the body of this section along with cost estimates. Copies of said reports shall be included in the Appendix.

7. Part Three – Treatment and Use

This section emphasizes the preservation of extant historical material and resolves the conflict arising from the structures reuse and treatment.

a. Ultimate Treatment and Use

This narrative discusses, analyzes and recommends the ultimate treatment and use of the historic structure and site. This section may recommend ultimate treatment and use. Measured drawings of relevant specifications used to determine project needs and cost should be included in the Appendix. Preliminary plans that include a prioritized, phased work schedule and cost estimates should be included in this section. Categorize work as described in *Objectives* section.

b. Requirements for Treatment

In concise terms, this section outlines applicable laws, regulations and functions requirements. Specific attention should be given to issues of historic preservation, human safety, energy conservation, abatement of hazardous materials and accessibility for the disabled.

8. Appendix

a. Bibliography

b. Drawings

c. Photographs

d. Materials Analysis

On February 1, 2016 the consultant team will begin the RMP and written plans and specs, on March 2, 2016, the consultant team will submit two copies of a 75% completed draft of the RMP, and written plans, specifications and photographs. On April 6, 2016 the consultant team will submit two copies of a 95% completed draft of RMP with written plans, specifications, photographs, and materials analysis according to project schedule.

The project must be completed by May 25, 2016. At the completion of the project, the consultant team will submit three printed copies of the 100% completed RMP, written plans and specifications, photographs, materials analysis and historic landscape plan along with six sets of DVDs containing a digital copy of the whole, complete RMP; contained in folders with all reports, current and historic photographs, plans, drawings and all materials used to document the work.

**Inquiries regarding RFP:** all inquiries shall be made in writing and submitted by email no later than the close of business day on January 8, 2015 to the attention of: Summer Ritner at [ritners@belleisleconservancy.org](mailto:ritners@belleisleconservancy.org).

To ensure a fair and impartial process, appropriate questions submitted via email will be addressed (e.g. information not covered/answered in the RFP, interpretation issues, etc.) Written responses will be emailed to all prospective bidders, and all questions and answers related to the RFP will be posted on the BIC website: <http://www.belleisleconvervancy.org/>

**Phone calls involving the RFP or related questions will not be accepted.** There will be no question sessions.



**Walk Through:** a walk- through of the site and James Scott Memorial Water Fountain Control Room is available to all bidders on November 10, 2015 at 10:00am EST and November 18, 2015 at 10:00 a.m. EST at Belle Isle Park, Detroit, MI.

**Proposals are due** on or before January 13, 2016 at 2:00 p.m. EST. Bid proposals received after this time will be rejected. Three (3) copies of the proposals shall be mailed or hand delivered to:

Summer Ritner  
Belle Isle Conservancy  
300 River Place Drive, Suite 2800  
Detroit, MI 48207-5200

In the alternative you may email your proposal to [ritners@belleisleconservancy.org](mailto:ritners@belleisleconservancy.org).

**Public Opening of Bid Proposals:** January 13, 2016, 2:30 p.m. EST at the office of the Belle Isle Conservancy, 300 River Place Drive, Suite 2800, Detroit, MI 48207-5200, (313) 331-7760.

## ***Section II. Selection Criteria***

BIC will make the selection of the Architect. The bidder must describe their experience and those of all consultants and sub-contractors with evaluating historic resources and/or performing a RMP of historic resources. BIC is interested in the following information as this project covers construction, renovations, and rehabilitations to an existing park site. An acceptable proposal must demonstrate all of the following:

- A. Provide a General Statement of Qualifications that responds to the project background information given above.
- B. List the professional and support positions, number of personnel in each position. Provide specific information as to their experience on similar projects.
- C. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific documentation of their work on similar projects.
- D. List your past outdoor fountain or park site historic restorations projects including the following information:
  1. Name of project
  2. Client contact
  3. Owner's total initial budget
  4. Total project cost
  5. Number of changes orders
  6. Total cost of change orders
7. Date of bid, scheduled completion date and actual completion date. (40 points maximum for A through D.7.)
- E. **Project Schedule** (20 points maximum) The bidder must provide a detailed schedule for the completion of the project within the project timeline. The schedule must adhere to the following timetable.

February 1, 2016 –begin RMP and written plans and specifications

March 2, 2016 submit a 75% draft of RMP and written plans and specifications

April 6, 2016 submit a 95% draft of RMP and written plans and specifications

May 25, 2016 submit 100% completed RMP and written plans and specification as noted in Section I.

- F. **Price** – Consideration will be given to the bidder whose proposal demonstrates the best value for the completed work. (40 points)

### ***Section III. Information Required from Bidders***

- A. **Business Organization**: Name and address of bidding organization. List all subcontractors, including firm name and address, contact person and description of work to be subcontracted.
- B. **Key Person Form**: Bidder must submit with their proposal the Key Person Form (see attachment)
- C. **Project Schedule**: provide a detailed schedule for the completion of the entire project RMP, including plans, specifications, photos, etc.
- D. **Qualifications**: describe your experience with evaluating historic resources and/or providing a RMP for historic resources. Bidder must also provide three references from similar completed project and demonstrate extensive experience in the preservation and rehabilitation of historic structures, especially outdoor fountains.
- E. **References**: Provide three (3) references or contact persons with address, email and phone number, for similar projects. Provide a brief paragraph with each reference which describes the project, cost and starting and completion dates.
- F. **Certification Regarding Debarment**: Bidder must submit with their proposal the Certification Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying form (see attachment).
- G. **Certification of Non-segregated Facilities**: Bidder must submit with their proposal the Certification of Non-segregated Facilities (see attachment).
- H. **Minority, Women and Physically-Challenged Owned Business Enterprises (M/W/DBEs)**: Specify in your proposal whether ownership of your company is certified M/E/DBE. Discuss your plans to involve M/W/DBE subcontractors in the project.
- I. **Bid Form**: Provide firm, fixed-price type cost for bid, as noted in the bid form.
- J. **Budget**: A maximum total cost of the project broken down by elements, with meetings, site visits, printing costs, travel and any other disbursements listed separately. Estimate the number of project days that the staff or subcontractors will spend in the development of the RMP

**BID FORM**

BELLE ISLE JAMES SCOTT MEMORIAL FOUNTAIN  
REHABILITATION MASTER PLAN  
DETROIT, MI

**INTRODUCTION**

The undersigned bidder hereby offers, in the amount stated below, to furnish all labor, material, tools, equipment, apparatus, facilities, transportation, and permits necessary for the Rehabilitation Master Plan, written plans and specifications of the Belle Isle James Scott Memorial Fountain. The undersigned bidder confirms that the base bid noted below is for a firm, fixed price.

BASE BID

TOTAL AMOUNT OF BASE BID:

\$ \_\_\_\_\_

KEY PERSON

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
Date

CERTIFICATE VERIFYING KEY PERSONS OF THE CONTRACTORS/SUBGRANTEE

The Grantee acknowledges that the following personnel are Key Persons:

(1) Name \_\_\_\_\_  
(Print or type Name above line)

Title with Grantee \_\_\_\_\_

Is the Key Person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes /No

(2) Name \_\_\_\_\_  
(Print or type Name above line)

Title with Grantee \_\_\_\_\_

Is the Key Person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes /No

(3) Name \_\_\_\_\_  
(Print or type Name above line)

Title with Grantee \_\_\_\_\_

Is the Key Person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes /No

Print or Type Grantee Name Above Line \_\_\_\_\_

By: \_\_\_\_\_  
Signature Date

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Print or type name of Signatory

Its: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

## Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other

Responsibility Matters - Primary Covered Transactions – **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements- Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18.

The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

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### **PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters- Primary Covered Transaction**

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*CHECK \_\_\_ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.*

(1) The prospective primary participant 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 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 them 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 indicted 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 (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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### **PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

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*CHECK \_\_\_ IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.*

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

DI-2010

June 1995

(This form replaces DI-1953, DI-1954, DI-1955, DI-1956 and DI-1963) This form was electronically produced by Elite Federal Forms, Inc

**PART C: Certification Regarding Drug-Free Workplace Requirements**

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CHECK \_\_\_ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph(d)(2), with respect to any employee who is so convicted --

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check \_\_\_ if there are workplaces on files that are not identified here.

**PART D: Certification Regarding Drug-Free Workplace Requirements**

CHECK \_\_\_ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

DI-2010

June 1995

(This form replaces DI-1953, DI-1954, DI-1955, DI-1956 and DI-1963)

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**PART E: Certification Regarding Lobbying**  
**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

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*CHECK \_\_\_ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.*

*CHECK \_\_\_ IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.*

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with 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.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

---

TYPED NAME AND TITLE

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DATE

DI-2010  
June 1995  
(This form replaces DI-1953, DI-1954,  
DI-1955, DI-1956 and DI-1963)