

**Request for Proposal
Professional Services
Town of Brunson Park Improvements Project
CDBG # 4-SP-21-002
February 15, 2022**

The Town of Brunson is accepting proposals for engineering services regarding the design of a park to include park equipment and a basketball court to improve the existing park located at 483 North Broad Road, Brunson, SC, 29911, Hampton County.

Please provide separate costs for:

1. Park design
2. Phase I Environmental Assessment
3. Wetland Delineation

Evaluation of firms will be based on the following information provided for the criteria itemized below and will be ranked accordingly.

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| 1. Overall experience of the firm: | 0 - 20 |
| 2. Project Team: | 0 - 15 |
| 3. Familiarity with the Town of Brunson | 0 - 25 |
| 4. Project Approach and Schedule: | 0 - 20 |
| 5. Qualifications demonstrated by past projects: | 0 - 20 |

Proposals will be ranked and graded on what is submitted. Interviews are not anticipated.

Sealed proposals will be received prior to the closing date and time of 2:00PM on Tuesday, March 8, 2022 at the Brunson Town Hall, at which time they will be publicly opened. Proposals must be sealed with the name of the firm and opening date shown on the face of the envelope. Proposals may be mailed to the attention of Patricia Williams, Mayor, Town of Brunson, POB 300, Brunson, SC 29911, or hand delivered to Patricia Williams, Mayor, Town of Brunson, 686 North Railroad Avenue, Brunson, SC 29911.

Since the contract will be paid for in part with federal funding, all respondents must be registered in the System for Award Management (SAM). Please visit www.sam.gov to register or to check your SAM registration.

The Instructions to Respondents, general terms and conditions applicable to this Request for Proposal are available from Barbara A. Johnson, Affordable Housing Manager, at Lowcountry Council of Governments, PO Box 98, Yemassee, SC 29945. Telephone: (843) 473-3951. Email: bjohnson@lowcountrycog.org . This project is being funded all or in part through a Community Development Block Grant from SC Department of Commerce and the successful firm shall comply with all requirements of the CDBG grant program. The Town of Brunson reserves the right to reject any and all proposals, and to award a contract that is most advantageous, and in the best interest of the Town of Brunson.

“EQUAL EMPLOYMENT OPPORTUNITY”