

Hesperia Dam Rehabilitation Design Request For Proposals

FROM: VILLAGE OF HESPERIA, MICHIGAN
TO: QUALIFIED FIRMS
SUBJECT: DAM REHABILITATION DESIGN, PERMITTING, AND
GRANT SERVICES
DATE: February 2, 2026

TO BE SUBMITTED TO:
VILLAGE OF HESPERIA, MICHIGAN
33 E Michigan Ave
PO BOX 366
Hesperia, MI 49421

PROPOSALS DUE: MARCH 5, 2026, BY 5:00 PM EST
QUESTIONS DUE: FEBRUARY 19, 2026, BY 5:00 PM EST

FROM: VILLAGE OF HESPERIA, MICHIGAN
TO: QUALIFIED FIRMS
SUBJECT: DAM REHABILITATION DESIGN, PERMITTING, GRANT SERVICES AND CONSTRUCTION
OVERSIGHT

The Village of Hesperia, Michigan (Village) invites the submission of proposals by qualified firms to provide dam rehabilitation design, permitting, grant services, and construction oversight. Interested firms are invited to submit a proposal to provide the subject services. Instructions and forms to be used in preparing proposals are set forth in this RFP.

To be considered, proposals must be received by 5:00 p.m. ET., Thursday, March 5, 2026, electronically via email to clerk@hesperiovillage.gov. Paper copies should be mailed to 33 E Michigan Ave, PO BOX 366 Hesperia, MI 49421. **Proposals received after the specified date and time will not be considered.**

A pre-proposal bid tour is scheduled for **FEBRUARY 12, 2026 @ 1PM**. Please meet at the Village of Hesperia Office located at 33 E Michigan Ave, Hesperia, MI. We will then walk to the dam site. Please wear warm clothes and winter boots.

All questions and responses will be posted on the Village of Hesperia's website at www.hesperiovillage.com on the date shown in the schedule below. It is the responsibility of the proposers to review the Village's website for any RFP revisions or answers to questions prior to submitting a proposal to ensure their proposal is complete and responsive. Questions received after the questions due deadline will not be accepted. Questions must be submitted electronically by emailing clerk@hesperiovillage.gov. Emails to other addresses, phone calls and faxes will not be accepted.

The schedule for this RFP will be as follows:

RFP published on website by	February 2, 2026
Questions due	February 19, 2026 by 5:00pm EST
Responses to questions posted	February 25, 2026 by 5:00pm EST
Proposals due	March 5, 2026 by 5:00pm EST
Firms notified	March 23, 2026

Note: This project is contingent upon the successful acquisition of grant funding. Securing applicable grant funding will be a required component of the selected contractor's scope of services under this RFP. Match funding has been secured through the Great Lakes Fishery Commission.

In addition to providing information requested in this RFP, there are administrative documents that must be submitted with the proposal. Please refer to the appendices of this RFP for further information on required documentation. The required documents must be included with your proposal for your proposal to be deemed responsive. If your firm cannot agree to the requirements set forth in this RFP, please do not submit a proposal.

Sincerely,


Mike Farber, President
Village of Hesperia
(231) 854-6205

The Village of Hesperia was founded on the lumber industry and served primarily a logging town through the 1800's. The White River flows through Hesperia and was used to move logs from forests to sawmills in the area. It was the building of a dam on the White River that spurred the growth of the village and led to its continued existence. The dam eventually provided electrical power to the village around the early 1900s. Many of the settlements in Newaygo and Oceana Counties came and went as the forests were cleared of trees during the lumbering age. What remained through all the years was the White River, the dam and a community of enterprising people. Logging and sawmills, which still operate today in the area, were replaced in a large part with agriculture and related commerce. The Hesperia Dam eventually brought to the Hesperia area another significant attraction, bountiful sport fishing. Figure 1 below shows present day location of the Village of Hesperia limits.

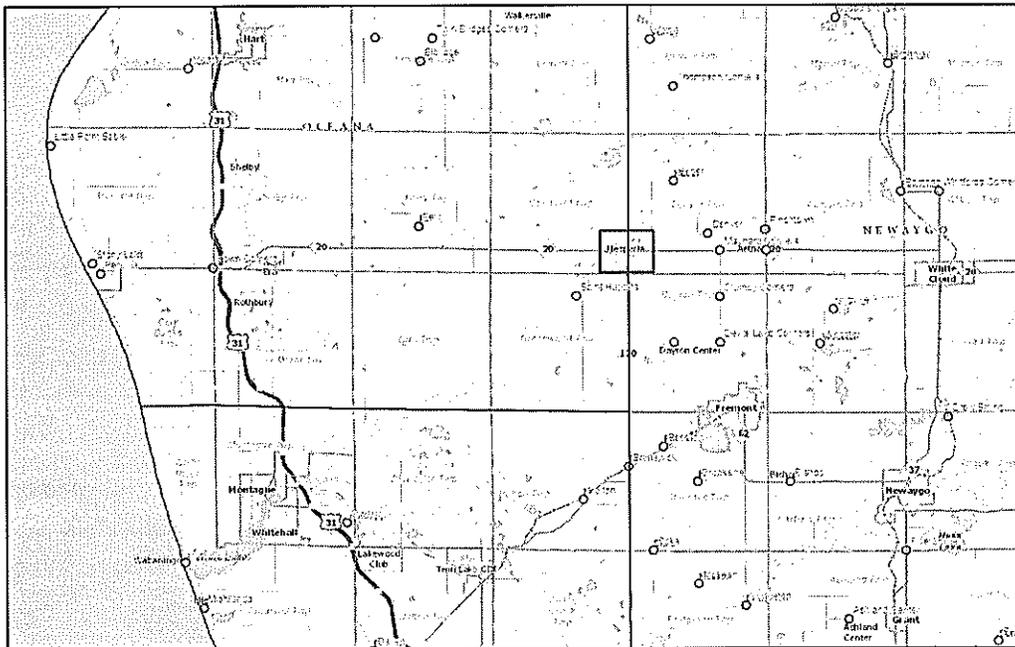


Figure 1. Village of Hesperia Location

Project Background

The Hesperia Dam was originally constructed on the White River for power generation circa 1900. Consumers Energy ceased hydroelectric power generation in the 1950s and relinquished ownership of the dam to the Village of Hesperia. Based on available photos the powerhouse that was originally constructed adjacent to the primary spillway left abutment was also removed. The remaining structure impounds approximately 50 acres, with a normal head of approximately 7 feet. This dam also serves as a lower-most barrier for sea lamprey on the White River.

The dam consists of a principal spillway structure, a grouted riprap auxiliary spillway and earthen embankments. The principal spillway structure is approximately 70 feet wide and includes 6 bays with wooden stop logs, which are operated by manual lifting from the walkway above. The construction history of the principal spillway is unknown, but it is believed to consist of a rock-filled timber crib and masonry structure typical of the era. The dam was later encased with a reinforced concrete cap, though the exact timing of this modification is not documented. The left¹ earthen embankment extends 30 feet to the

¹ References to left and right are based on orientation facing downstream.

abutment. To the right of the primary spillway, the earthen embankment extends 240 feet to the abutment. Approximately 170 feet of the right embankment, immediately adjacent to the primary spillway, serves as the auxiliary spillway. The crest of the auxiliary spillway is stabilized with a concrete walkway, and the downstream slope has armored grouted riprap. The general site layout is provided in Figure 2 below.

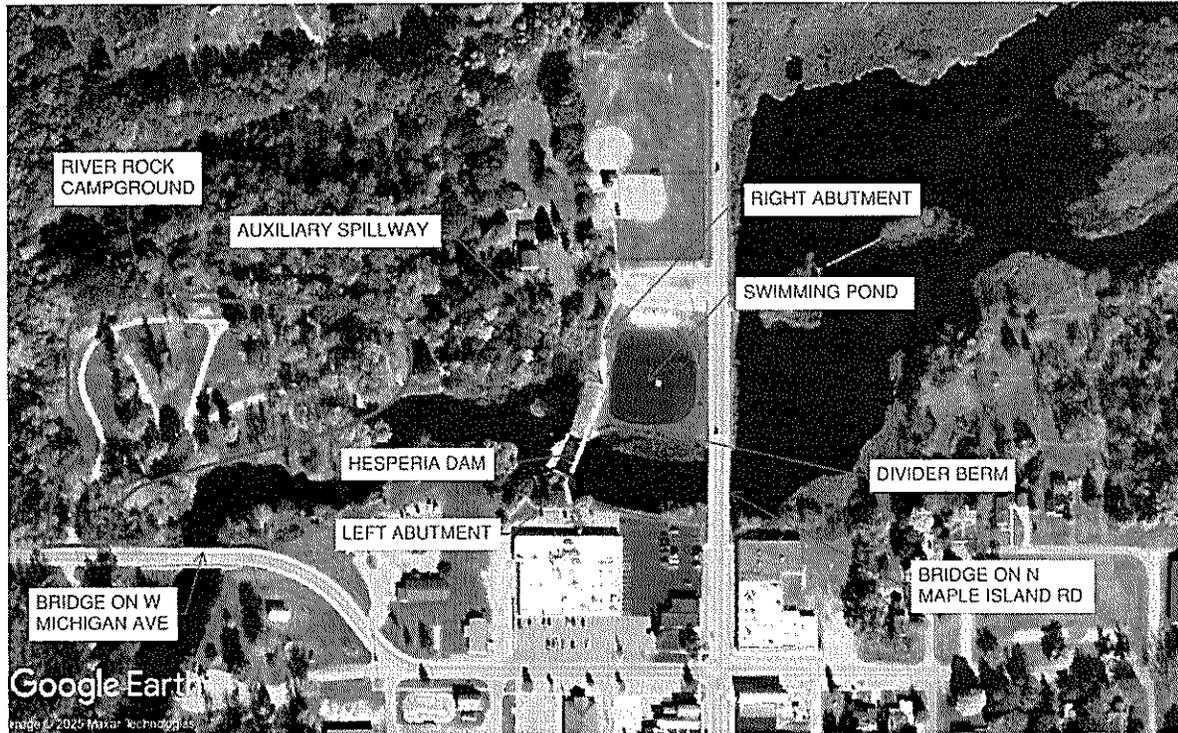


Figure 2. Hesperia Dam Site Features

Project Description

In recent years, numerous deficiencies have been identified during dam safety inspections by the Village's engineer and EGLE. In addition to the dam safety concerns, sea lamprey escapement has been documented in recent years, requiring lampricide treatment upstream. These escapements have been attributed to overtopping the auxiliary spillway and gaps in and around the stop logs of the primary spillway. Given the size of the upstream connected watershed, lampricide treatments are costly and carry their own ecological risks. For these reasons, USFWS and GLFC are partnering with the Village of Hesperia to rehabilitate the dam and improve sea lamprey barrier function. The noted deficiencies for the existing dam and spillway structure from the latest dam safety inspection report and completed feasibility study are as follows:

1. Monitor seepage/leakage and slope erosion at the downstream left berm at least monthly. Look for discolored water or other signs of material transport. Report any changed conditions immediately.
2. During the inspection, debris on the gates of the dam was very minor, limited to light wood debris and leaves/cattails. Debris should be removed routinely to prevent buildup, which can impede operation of the stop logs.

3. Minor brush growth was noted in various areas around the footprint of the structure. This should be removed routinely, as it prevents thorough inspection and provides habitat for burrowing animals.
4. The stop logs should be exercised at least annually to prevent them from locking up and inspect them for any wear or damage.
5. In conjunction with stop log operations, it is recommended that sections of the spillway be isolated to better inspect the lower spillway for deterioration and/or undermining. The normal flow of water over the spillway does not allow for visual inspection and makes probing somewhat impractical.
6. Several voids were detected in the grouted riprap between the principal and emergency spillways. It should be filled with loose grout or flowable fill as needed to fill the void and mitigate additional loss of material.
7. The toe of the grouted riprap on the downstream slope of the emergency spillway is settling. It should be monitored and replaced as needed.
8. Leakage through stoplogs allowing for sea lamprey escapement upstream.
9. Auxiliary spillway activation at 2-year event leading to sea lamprey escapement upstream.

These deficiencies have led to the dam receiving a poor condition rating. Given the poor condition rating and the challenges of maintenance and upkeep on the dam, the Village is seeking to develop a long-term plan for rehabilitation and maintenance of the dam. A feasibility study has been completed evaluating three dam rehabilitation alternatives and two fish passage options. The Village and the project partners have selected a preferred rehabilitation alternative and fish passage option. The preferred design option selected was Alternative 2 (see feasibility study), Gated straight drop Spillway structure with Fish passage.

The feasibility study can be found on the Village of Hesperia website www.hesperia-village.com for reference.

Qualifications

The project partners will be evaluating qualifications, approach and fees in the selection of an engineering consultant. Below are the qualifications which must be addressed in the proposal response. Please provide a proposed cost estimate for the scope of work items A through G. Task H will be negotiated following Final Design.

1.0 Introduction To Lead Organization

1.1 Basic information (name, primary contact, address, phone and fax number, email address, web page address). Provide a summary of the organization's vision, mission, goals, and objectives.

1.2 History of lead organization

2.0 Project Team/Firm Summary

2.1 Partnering organizations. A review of all organizations, groups or institutions to be involved in the project, including complete contact information for each and a summary of how the capabilities of the lead and partnering organizations will respond to the goals, objectives and work items to be addressed by the Project SOW.

2.2 Organizational accountability. The name, qualifications, and geographical location of the designated project manager and key personnel. Attach complete resumes for key personnel, including years of experience, professional licenses and a description of how the experience of personnel relates to this project.

3.0 Project Experience/qualifications

3.1 Project references. Provide detailed information about prior projects or work that best reflect the capabilities of the lead organization and project team. The information should enable the owner to assess the technical and management capabilities of the applicant to address the work items identified in this RFQ.

4.0 Project Understanding and Approach

4.1 Narrative which summarizes:

- (A) The capabilities of the participating organization in relation to the requirements of the project.
- (B) How the organization will collaborate with the owner and other active partners to assure efficient and effective communication and utilization of existing data and resources.
- (C) The organization's comprehension of the scope, conduct and management philosophy of the project.
- (D) Detailed estimated project schedule

5.0 Project Management

5.1 Narrative which summarizes:

- (A) The management approach.
- (B) Management and accountability with and among team members.
- (C) Communications and public relations approach, including communications with the owner, community and any other interested party.
- (D) Ability to provide project management of the project i.e. meeting schedules, meeting minutes, general communication etc.
- (E) Grant research, application and management after award approach.
- (F) Cost management and control processes.
- (G) Schedule management and technique to meet the project timeline outlined in this RFQ.
- (H) Quality control in all elements of the project.
- (I) Coordination with affected local units of government, including permitting, planning and other functions.

6.0 References.

Provide the name and contact information for at least three client references which are relevant to the scope and magnitude of this project.

- Below is a list of likely needed roles within the project team:
 - Project Manager
 - Grant Manager
 - Water Resources Engineer
 - Structural Engineer
 - Geotechnical Engineer
 - Soil boring driller
 - Soil laboratory (geotechnical and soil quality)
 - Surveyor

- Ecologist/biologist
- Cultural Resources Specialist
- Construction Engineer

Scope of Work

Task A: Project Management

- The project manager will schedule and run monthly project update meetings and will facilitate internal coordination meetings to advance the design as needed with meeting minutes provided. Monthly invoices should be provided with progress reports detailing ongoing work items and the overall status of the project. This scope includes a presentation of the design progress to the Village and project partners at 30%, 50% and 90% designs. In addition, two design progress open houses will be coordinated on behalf of the Village to update the community on the progress of the design.

Task B: Grant Management

- Grant application preparation
 - Preparation and submittal of grants to fund design, public outreach, and construction of the project on behalf of the Village.
- Grant administrative services
 - Preparation of necessary documentation throughout grant life cycles for the Village.

Task C: Community Engagement

- Community Advisory Committee
 - Leading quarterly community advisory committee meetings.
 - Updating and educating the committee on the progress of the project.
 - Gathering feedback from committee members and integrating their input into project planning and decision-making.
- Community Outreach
 - Leading and coordinating public open houses with the Village at key milestones during the project.
 - Providing marketing materials necessary for open houses.
 - Collecting feedback from the broader community during outreach events and incorporating relevant suggestions into the project.

Task D: Data Collection

- Additional Topographic and Bathymetric survey in and around the impoundment and dam (as necessary).
 - May include site access areas.
 - May include depth of refusal survey within impounded sediments.
- Additional Geotechnical investigations to characterize the earthen embankment and underlying soils (as necessary).
- Wetland assessment
 - May require delineation and groundwater investigation
- Threatened and endangered species field assessments
- Additional parcel survey and title work (as necessary).

Task E: Final Design

- Hydrologic, and Hydraulic analysis of proposed spillway. Water Control Plan
- Demolition Plan
- Seepage, slope stability analysis of proposed embankments.
- Structural analyses and design of proposed spillway and spillway components.
- Sea Lamprey blockage to the 20-year flood
- Construction Sequencing and site access
- Potential Failure Modes Analysis (abbreviated).
- Develop Inspection, Operation, and Maintenance Manual

Task F: Final Design Deliverables

- Development of 100% construction ready plans, specifications and contract documents, cost estimates and basis of design report.
- Design submittals at appropriate intervals (60, 90, and 100 percent recommended)

Task G: Permit Application Development

- Coordinate clearance for MDNR and USFWS for threatened and endangered species, pursuant to Michigan NREPA and Federal Threatened & Endangered Species Act Section 7.
- Coordinate clearance for the National Historic Preservation Act Section 106 from the Michigan State Historic Preservation Office (SHPO).
- Prepare joint permit application (JPA) for Clean Water Act Section 404 and Michigan Natural Resource and Environmental Protection Act (1994) (NREPA) for all Parts impacted by dam rehabilitation, through Michigan Department of Environment, Great Lakes, and Energy (EGLE).
 - Refer to "Construction Permits for Dams" guidance document.
- Prepare Soil Erosion and Sedimentation Control permit pursuant to NREPA Part 91 through the County Drain Commissioner office.

Task H: Construction Engineering Services

- Ensure project cost controls and quality assurance in accordance with the construction contract and specifications.
- Ensure proper health and safety protocol.
- Provide shop drawing review in accordance with the construction contract and specifications.
- Provide review of construction invoices for work completed.
- Facilitate project progress meetings. Provide project close-out documentation and as-builts in accordance with the construction contract and specifications.
- Day to day oversight of construction activities.
- Daily reporting, including non-conformances.
- On-site and laboratory materials testing.

Fee Estimate

1. Your Firms proposed rates and fees shall be submitted with the proposal. If different rates are to be used on federally funded projects, the consultant shall provide a separate set of rates.

2. Consultant’s rates and fees proposal must remain active for a time of no less than thirty-six (36) months. Any annual or standard rate increases that may occur within this time period must be clearly defined in the original fee proposal.

3. The fee proposal shall reflect all anticipated fee increases during the contract duration.

Submission of Proposals

One (1) original and two (2) copies of the qualifications, experience, and proposal shall be submitted in addition to an electronic copy. This may be submitted on a flash drive, CD, or via email to clerk@hesperiovillage.gov . Physical copies should be submitted to the Village of Hesperia located at 33 E Michigan Ave, PO BOX 366 Hesperia, Michigan 49421.

The following schedule provides key dates for the consultant selection process. The Village reserves the right to change these dates and will notify Consultants in such a case.

RFP published on website by	February 2, 2026
Design Bid Tour	February 12, 2026 at 1pm EST
Questions due	February 19, 2026 by 5:00 pm EST
Responses to questions posted	February 25, 2026 by 5:00 pm EST
Proposals due	March 5, 2026 by 5:00 pm EST
Firms notified	March 23, 2026 by 5:00 pm EST

The submittal shall include a cover letter, not to exceed two pages and not considered part of the narrative. To assist with ensuring fair and equitable evaluation, proposals should be organized into the following separate sections:

a. Cover letter and RFP packet signature sheets

A cover letter must express the Contractor’s interest in the project and commitment to the obligations expressed in the RFP. This letter should include the original signature of an authorized representative of the Contractor and indicate that the Contractor accepts all of the terms and conditions contained in the RFP. This section should include all of the signature sheets and other acknowledgments required by the RFP packet.

b. Firm summary

The Contractor will provide general information regarding their firm. This should include information about the company size, location, contracting experience within the region, areas of expertise and types of services, staff longevity, staff capabilities and training.

c. Qualifications and experience of assigned personnel

The proposal will list the employee qualifications and experience for those staff who will be working on this project. Please identify a minimum of three dam design contracts that are similar to this RFP which have been successfully completed within the last five years.

d. Proposed Plan of Approach and timeline to this Project

Describe the approach and detailed schedule the Contractor proposes in order to complete the tasks outlined in the scope of work.

e. Project Management

Please describe your firm’s experience and approach to project management, including team management and accountability, communications and public relations, meeting coordination and documentation, grant research, writing and administration, cost and schedule control, quality assurance, and coordination with local units of government for permitting, planning, and regulatory compliance.

f. Project Itemized Cost

The total potential price of all items combined and the prices for individual work items will be considered as part of the evaluation factors.

g. References and project examples

The response should include at least three (3) references for similar services that have been provided by your firm and the dates of service. Please include the reference name, company, email address, and phone number. Also, include a description of the services provided.

h. Submit Required Documents

Please thoroughly review, sign, and submit the following appendices with your proposal: Appendix B (49 CFR Part 20), Appendix C (Debarment and Suspension), Appendix D (Conflict of Interest), Appendix E (Drug-Free Workplace), and Appendix F (Authorization for Information).

Evaluation Criteria

Scoring of statement Qualification	Points Possible
Experience and ability to complete the work and schedule	25
Demonstrated experience in grant writing and administration	20
Approach and understanding of the scope of work	20
Cost	20
Quality of performance on similar projects	10
Proven track record of community engagement	5
Total Points Possible	100

Certifications

Please thoroughly review, sign, and submit the following appendices with your proposal: Appendix A (49 CFR Part 20), Appendix B (Debarment and Suspension), Appendix C (Conflict of Interest), Appendix D (Drug-Free Workplace), and Appendix E (Authorization for Information).

Disclaimer: The Village of Hesperia reserves the right to reject all responses and to make an award that is in the community's best interest. Firms not selected will be notified in writing. The Village of Hesperia is an Equal Opportunity Employer.

Appendix A, 49 CFR PART 20
CERTIFICATION REGARDING LOBBYING
Certification for Contracts, Grants, Loans, and Cooperative Agreements

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, an 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 making lobbying contacts to 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 [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
- (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 and disclose accordingly.
- (4) 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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The undersigned certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the undersigned understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Signature of Proposer or Proposer's Authorized Agent

Date

Printed Name

Title

Name of Individual, Partnership or Corporation

Appendix B: Certifications Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Certifications Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

Instructions for Certification

By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

1. It will comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," 2 CFR part 180.
2. To the best of its knowledge and belief, its Principals and Subrecipients at the first tier:
 - a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:
 1. Debarred
 2. Suspended
 3. Proposed for debarment
 4. Declared ineligible
 5. Voluntarily excluded
 6. Disqualified
 - b. Its management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for:
 1. 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,
 2. Violation of any Federal or State antitrust statute, or,
 3. Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property,
 - c. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses listed in the preceding subsection 2.b of this Certification
 - d. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification
 - e. If, at a later time, it receives any information that contradicts the statements of subsections 2.a – 2.d above, it will promptly provide that information to FTA
 - f. It will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
 1. Equals or exceeds \$25,000
 2. Is for audit services
 3. Requires the consent of a Federal official

g. It will require that each covered lower-tier contractor and subcontractor:

1. Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
2. Assure that each lower-tier participant in its Project is not presently declared by any Federal department or agency to be:
 - (i) Debarred from participation in its federally funded Project,
 - (ii) Suspended from participation in its federally funded Project,
 - (iii) Proposed for debarment from participation in its federally funded Project,
 - (iv) Declared ineligible to participate in its federally funded Project,
 - (v) Voluntarily excluded from participation in its federally funded Project, or
 - (vi) Disqualified from participation in its federally funded Project, and

3. It will provide a written explanation as indicated on a page attached in FTA's TrAMS platform or the Signature Page if it or any of its principals, including any of its first-tier Subrecipients or its ThirdParty Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

Signature of Proposer or Proposer's Authorized Agent

Date

Printed Name

Title

Name of Individual, Partnership or Corporation

Appendix C: Conflict of Interest

PROPOSER CERTIFICATIONS O.C.G.A. sect 45-10-20– CONFLICT OF INTEREST

This document must be fully completed, signed by an authorized representative of the Proposer, notarized and submitted with the Proposer’s technical proposal.

1. I certify that, if awarded a contract, the Proposer will deliver goods and services, which will meet or exceed the specifications set forth in this RFP, the Proposal and the terms of the final contract between the Proposer and the Village.
2. I certify on behalf of the Proposer that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services and is in all respects, fair and without collusion or fraud. I understand that collusive behavior surrounding formal solicitations is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the Proposal and certify that I am authorized to sign this Proposal for the Proposer.
3. I certify that the Proposer has not violated and will not violate the provisions of the Official Code of Georgia Annotated, Section 45-10-20 et. seq.
4. I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same materials, supplies, services, or equipment and is in all respects, fair and without collusion or fraud. I understand collusive behavior surrounding formal solicitations is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this Proposal for the Proposer.

Company Name

Proposer Name

Proposer Title

Proposer Signature

Date

Appendix D: Certifications Regarding a Drug-Free Workplace

CERTIFICATION REGARDING A DRUG-FREE WORKPLACE

The undersigned certifies that it will or will 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 contractor'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 contract 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 paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (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).

Signature of Proposer or Proposer's Authorized Agent

Date

Printed Name

Title

Name of Individual, Partnership or Corporation

Individual, Partnership or Corporation Address

Appendix E: Authorization for Information

AUTHORIZATION FOR INFORMATION

The undersigned hereby authorized and requests any person, firm, or corporation to furnish any information requested by the Village of Hesperia in verification of the recitals comprising this Statement of Proposer's Qualifications that I, being duly sworn deposes and says that the answers to the foregoing questions and all statements contained and true and correct.

Dated this _____ day of _____, 2025.

Name of Individual, Partnership or Corporation

Signature of Proposer or Proposer's Authorized Agent

State of _____ County of (_____)

Subscribed and sworn to before me this _____ day of _____, 2025.

Notary Public

My Commission Expires