



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: March 24, 2025

TOPIC Sidewalk Improvement Program District #1 – Preparation of Special Assessment Roll

BACKGROUND BRIEF:

Administration solicited competitive sealed bids for the District #1 sidewalk improvements. A total of 502 companies were notified of the bid opportunity, 57 companies downloaded the bid documents, and 13 companies submitted bids. Bids were required to be submitted electronically. One company submitted their bid by hard copy in person, and the bid was rejected and not opened. The bids were opened publicly on March 20. Attached are the bid results. The bids are good for 90 days (until June 18, 2025).

Administration recommends using the bid unit prices from low bid #3 due to the fact that the Village has not yet verified the qualifications of the low bidder and because the Council can always reduce the unit costs for special assessments but would need to hold another special assessment public hearing if the Council needed to increase the unit costs. If Council finds these costs acceptable, Council should direct the Assessor to prepare the proposed special assessment roll and schedule a public hearing for April 28. If the Council determines to proceed with the project and approves the special assessment roll, the Council will also award the contract for the project.

SUMMARY OF PREVIOUS COUNCIL ACTION:

01/27/2025 – Council adopted the Village of Lake Orion Sidewalk Improvement Program Policy as presented and authorized Village Administration to begin work on the preparation of the FY 2025-26 sidewalk improvement project and special assessment processes as outlined in the Village Manager's project schedule. Council also adopted the resolution setting a needs public hearing on proposed sidewalk improvements to the Village of Lake Orion Sidewalk Improvement Program District #1 and directed the Village Clerk to publish and mail a notice of the same to affected real property owners.

02/10/2025 – Council adopted a finding that the public convenience or necessity requires that the Sidewalk Improvement Program District #1 as proposed by the Department of Public Works shall be considered for improvement and directed the Village Manager to file with the Village Clerk an estimate in writing showing the number of square feet of sidewalk required to be built or rebuilt adjacent to each lot or parcel or parcels of land.

02/24/2025 – Council accepted the report from Administration detailing the estimated costs for Sidewalk Improvement Program (SWIP) District #1 showing the number of square feet of sidewalk required to be built or rebuilt adjacent to each lot or parcel or parcels of land that will be subject to special assessment; and directed the Village Manager to prepare bid specifications and contract documents and to proceed to competitively bid the District #1 sidewalk improvement project, with bid results to be presented to Council for consideration for further action.

FINANCIAL IMPACT:

If, after public hearing on the proposed special assessment roll, Council determines to proceed with the sidewalk improvement project, the District #1 sidewalk repairs will cost \$17,607 if the contract is awarded to the apparent low bidder. The costs will be covered through special assessments and contributions from the Village's General Fund.

RECOMMENDED MOTION:

#1 – To direct the Assessor to prepare the proposed special assessment roll for the 2025 Sidewalk Improvement Program – District #1 utilizing the unit costs contained in low bid #3 from JS Development LLC for the purpose of calculating the proposed special assessments for each parcel.

#2 – To schedule a public hearing on the proposed special assessment roll for 2025 Sidewalk Improvement Program (SWIP) – District #1 for Monday, April 28, 2025, at 7:30 PM, and direct the Village Clerk to publish and mail the required notices regarding the same.