



DDA ACTION SUMMARY SHEET

MEETING DATE: February 18, 2025

TOPIC Requests for Proposal - Architectural Services

BACKGROUND BRIEF:

This documents the steps taken in accordance with the procurement policies of both the Village of Lake Orion and the Lake Orion Downtown Development Authority.

PROCESS AND COMPLIANCE

1. The DDA Board authorized the publication of the two RFP packages by Motion and Action at its January 21, 2025 regularly noticed public meeting.
2. LODDA RFP 25-001 (Architectural Design and Services) was published on January 24, 2025 by posting the RFP on the DDA website, entering the RFP as an open bid on BidNet, the states government bid network, and sending the RFP to interested parties and known contractors.
3. A walk through of the site, and answering of in person questions, was conducted on February 3, 2025, at 9am. A list of attendees was retained for DDA records.
4. Communications were completed to clarify and direct RFP details and to answer direct questions. Communications affecting the RFP's were published on the DDA website, BidNet, and emailed to all attendees of each walkthrough and all firms who had submitted inquiry to this office.
5. Proposers were authorized to submit proposals by delivering the proposal to the Clerk, Village of Lake Orion, not later than 12:00pm on February 12, 2025.
6. All proposals received at the Clerk's Office were kept secure for opening as prescribed in the RFP and communications.
7. An opening of sealed proposals was conducted on February 12, 2025 at 12:15pm.
8. All proposals were reviewed by the panel for accuracy, price, references and content and referred to the Executive Director to complete a recommendation in accord with the comment and direction of the panel. Those participating on behalf of the DDA are noted as signatories to the Bid Tabulation Sheet(s).

FINANCIAL IMPACT:

None until award

RECOMMENDED MOTION:

Receive and file the three (3) Proposals in response to RFP LODDA 25-001 an refer all to the Executive Committee of the Board for consideration and recommendation.