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To: Lathrup Village Downtown Development Authority
From: Tom Kennedy – Downtown Development Authority Project Coordinator
Date: August 21, 2026
RE: Request for Qualifications Review

Background:

There are four Request for Qualifications (RFQ) attached to the meeting packet. These are nearly identical, if not completely identical, to RFQ's that were released last year for the various topics, including snow clearing around 11 Mile Road and City Hall, lawn maintenance around 11 Mile Road and the maintenance of the hanging flower baskets, Holiday Lights around City Hall and Municipal Park for 2026's holiday season, and the RFQ for the triangle parcel that the DDA owns (27907 California Dr NE).

The intention is for these RFQ's to be released following the approval of the board. We will spend the month of September collecting quotes and will present them to the board at the meeting of their choice. Upon review, we would like you to discuss and request any amendments you feel should be made, including due date.

It should be noted that the city is not taking the two-year option in the Lawn Maintenance RFQ from 2025, due to discussion from the board that indicated there were some changes they wanted to see made to the RFQ. Upon review and approval, any and all amendments would be made to the RFQ's and posted to the appropriate websites.

Requested Action:

Review and approve the following RFQ's in their individual discussion points in the meeting packet. Recommend any changes you see necessary and discuss them with fellow board members. Once all appropriate changes have been recommended, vote to approve contingent on the amendments being made.