



27400 Southfield Rd.
Lathrup Village, MI 48076
(248) 557-2600
www.lathrupvillage.org

City of Lathrup Village Downtown Development Authority (DDA)
Request for Qualifications (RFQ): Holiday Lighting Installation – City Hall Grounds

Deadline for Submission: Friday, September 12, 2025

Project Overview

The City of Lathrup Village Downtown Development Authority (DDA) is seeking qualified vendors to provide professional holiday lighting and decorating services for the City Hall grounds, located at 27400 Southfield Road, Lathrup Village, MI 48076. The total project budget is \$9,500 – \$10,000.

Scope of Work

The selected vendor will be responsible for:

- Installing 200 linear feet of lighting along the cornice of the City Hall façade.
- Wrapping eight (8) trees with holiday lights.
- Wrapping four (4) two-story columns at the front of the building.
- Decorating the City Hall monument sign.
- Decorating the two public entrances on the east side of the building.
- Additional concept ideas are welcomed.

All work must be completed in a professional, timely manner to ensure installation prior to the holiday season.

Proposal Requirements

Interested vendors must submit a proposal that includes:

1. Concept & Design Approach – A description or visual mock-up of the proposed lighting and décor.
 2. Budget Adherence – A detailed cost breakdown demonstrating alignment with the \$9,500– \$10,000 budget range.
 3. Vendor Qualifications – Relevant experience, references from similar projects, and proof of insurance.
 4. Renderings of Design – A computer-generated rendering will be added to be presented to DDA Board.
 5. Timeline – Anticipated schedule for installation, maintenance (if offered), and takedown.
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Evaluation Criteria

Proposals will be evaluated based on the following:

- Creativity and quality of the concept/design.
- Ability to meet the stated budget.
- Vendor qualifications and demonstrated experience.
- Renderings will be presented to DDA Board during final consideration.

Submission Instructions

All proposals must be received no later than Friday, October 2, 2026

Proposals should be submitted electronically to:

Tom Kennedy
Downtown Development Authority Project Coordinator

City of Lathrup Village
tkennedy@lathrupvillage.org