



118 N. Broadway, Lake Orion, MI 48362  
Phone: 248-693-9742 Fax: 248-693-9749  
[www.downtownlakeorion.org](http://www.downtownlakeorion.org)

*The mission of the Lake Orion DDA is to enhance the economic potential and preserve the historical character of the Lake Orion DDA District, **the heart and hub of the Orion Community**, through promotional activities and an organizational structure that focuses on community involvement with local businesses, residents, and other stakeholders.*

January 17, 2024

Proposals for **DUMPSTER ENCLOSURE EXPANSION** are being accepted.

Proposals must be **EMAILED TO:**

Diane Kochis, [Office@downtownlakeorion.org](mailto:Office@downtownlakeorion.org)

And

Janet Bloom, [Director@downtownlakeorion.org](mailto:Director@downtownlakeorion.org)  
ON, or by 12:00 pm, on Tuesday, February 6, 2024

Proposals received after Noon of the date they are due will not be reviewed. Proposals will be reviewed Thursday, February 8, 2024 at 1pm in the Village of Lake Orion Conference Room, 21 E. Church Street Lake Orion MI 48362.

Addenda, clarifications and changes to the documents must be obtained online by registering (free registration available) for the MITN system as follows: 1) go to [www.mitn.info](http://www.mitn.info), 2) review the vendor registration options that are available to vendors, and then 3) select vendor registration at the bottom of the page to register and then, 4) sign up to register.

Proposal tabulations will be posted on MITN.

The Village of Lake Orion reserves the right to accept or reject any and all proposals and to waive any and all irregularities or split award by items, unless otherwise stipulated, and to accept the proposal which will serve its interest.

Additional information regarding this proposal or any questions can be answered by contacting Janet Bloom, Interim Executive Director of the Village of Lake Orion Downtown Development Authority, preferably by e-mail, [director@downtownlakeorion.org](mailto:director@downtownlakeorion.org), subject: **DUMPSTER ENCLOSURE EXPANSION**

Sincerely,

Janet Bloom  
Interim, Executive Director  
Lake Orion Downtown Development Authority

## REQUEST FOR PROPOSALS DUMPSTER ENCLOSURE EXPANSION

### OVERVIEW

The Village of Lake Orion Downtown Development Authority (DDA) serves the Village of Lake Orion (population of approximately 3,141). Lake Orion is located in northern Oakland County in southeastern Michigan.

The Lake Orion Downtown Development Authority requests a proposal design and build of two dumpster enclosures, the proposal should include a scope of work and a cost proposal. All bidders must be qualified professionals, please provide references and proof of insurance.

This request is publicly advertised on the DDA web site, and on MITN for the following time period: January 17, 2024 to February 6, 2024. Late responses will not be accepted. Responses not meeting terms may be rejected. If at least three responses are not received the DDA Executive Director may require a re-bid. The proposals shall be analyzed (based upon the "best overall value" to the DDA) and documented including Board member or staff recommendations.

### SCOPE OF SERVICE

The DDA requests design and build services for the construction of 2 dumpster enclosures in the downtown Lake Orion area. Enclosure 1 is located behind 120 S. Broadway and 85 W. Flint at corner of Lapeer Street and Front Street. Enclosure 2 is located in the NW corner of the parking lot located at corner of Anderson Street and Front Street.

#### Tour:

A required tour of the sites for location and utility information will be January 30, 2024 at 10 am. Meet at the corner of Front and Lapeer Street where the grease traps and 120 S. Broadway Dumpster enclosure is. Please RSVP by 4:30 pm on January 29, 2024 for the site tour.

#### Design Services:

1. Topographic Survey: Provide a topographic survey to accurately depict the boundaries and as-built conditions of the existing utilities and enclosure.
2. Engineering Design: Prepare a detailed engineering design for the layout of the new pad(s) including confirming utility locations and potential relocations.
3. Construction Documents: Prepare construction drawings and specifications.

#### Construction Services:

1. Enclosure 1: Dumpster and Grease Trap Enclosure. Holds 3 grease traps and two dumpsters Cedar gate closure, bollards, and pedestrian side entrance
2. Enclosure 2: Dumpster Enclosure at 29 Front Street to hold one dumpster only. Cedar Gate Closure, bollards, and pedestrian side entrance

Dumpster Enclosure must meet required criteria stated in the **Village of Lake Orion Zoning Ordinance Section 13.21 – Waste Receptacles:**

### **Section 13.21 – WASTE RECEPTACLES**

#### **A. Requirements**

1. No occupant, owner, lessee, or their agent, shall permit the storage or accumulation of waste, garbage or recyclable materials in open yards or lots.
2. All waste, garbage or recyclable materials shall be contained within properly designed receptacles located in designated storage areas, and regularly removed from the site. Article 13 – General Provisions January 2017 Village of Lake Orion Zoning Ordinance Page 13.21
3. Outdoor storage areas for such receptacles shall be kept free of loose litter and debris, and maintained in a neat, orderly and sanitary condition.
4. Waste receptacle enclosure gates shall be closed and secured when not in use.
5. Receptacles for storage of food wastes, grease and other restaurant or food service garbage shall be properly sealed and secured to minimize odors and prevent animal or insect infestations.

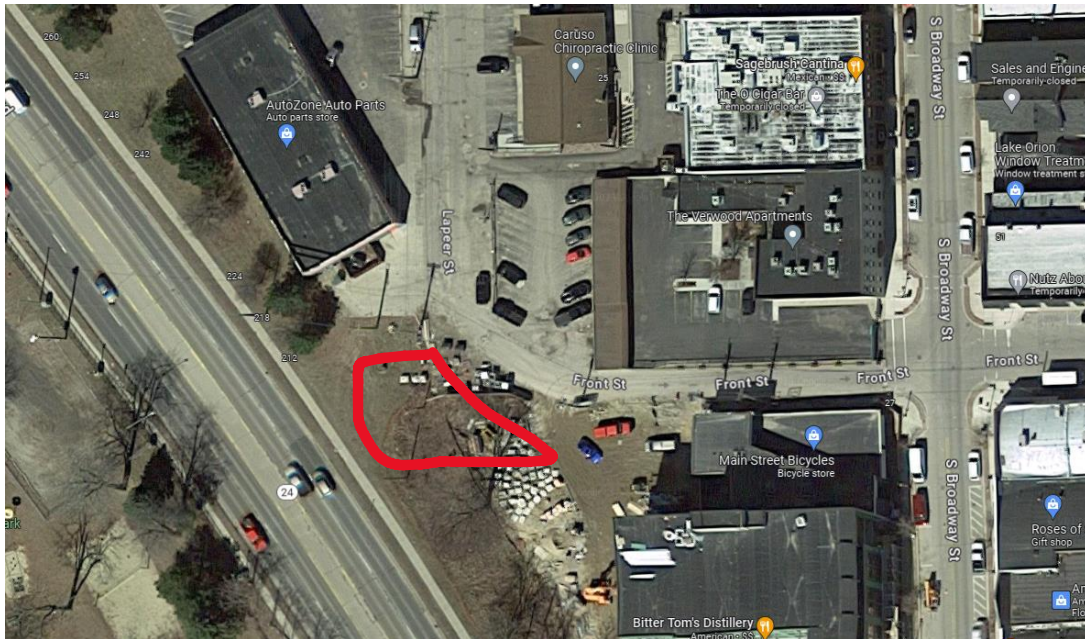
#### **B. Where required by this Ordinance or otherwise deemed necessary by the Planning Commission, waste receptacle enclosures shall be provided and shall conform with the following:**

1. Waste receptacle shall be completely enclosed and secured by a decorative masonry screen wall on three sides, and steel reinforced opaque and lockable wooden gates. Bollards or other protective devices may be required to prevent damage to the screen walls.
2. The type, color and pattern of enclosure materials shall match or complement the exterior façade materials of the principal building (see photo example of existing dumpster enclosure).
3. The height of the enclosure shall be sufficient to completely screen all waste receptacles and materials. The enclosure shall be a maximum of six (6) feet in height.
4. The surface within waste receptacle enclosures shall be constructed of concrete, and shall extend a minimum of ten (10) feet in front of the enclosure.
5. Waste receptacle enclosures shall be screened to the satisfaction of the Planning Commission in a manner described in Section 15.02.
6. The Planning Commission shall have the authority to modify waste receptacle enclosure height, material and location standards, provided that the alternative meets the screening objectives of this Section.

PROJECT MAPS

Enclosure 1 – Behind 120 S. Broadway and 85 W. Flint at corner of Lapeer St and Front St

Aerial View



Street View – from m-24 looking East towards Lapeer St/Front Street



PROJECT MAPS - CONTINUED

Enclosure 2 – NW corner of parking lot located at corner of Anderson St and Front St

Aerial View

PR. DUMPSTER ENCLOSURE LOCATION

09-02-481-019

FRONT ST

S ANDERSON ST

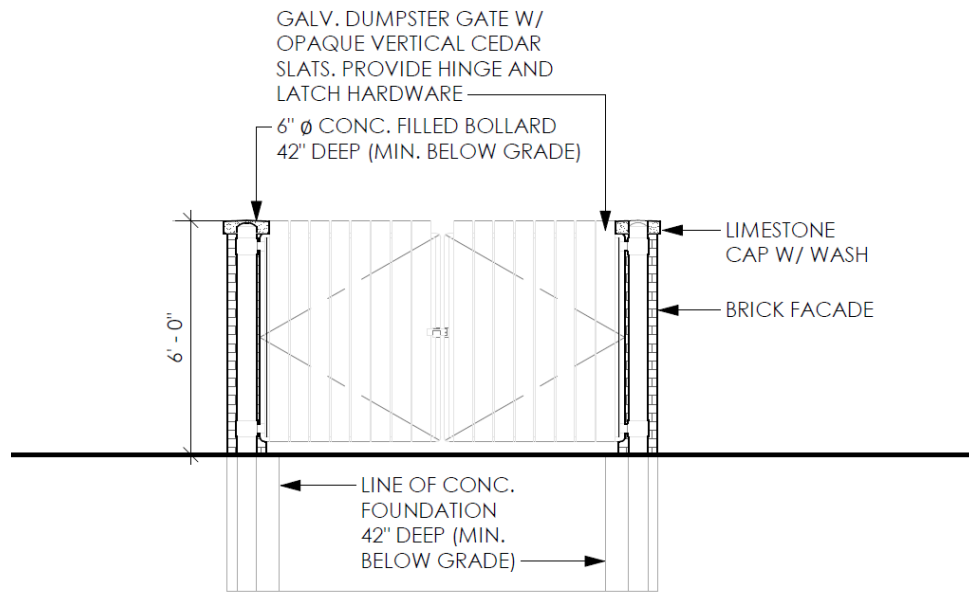
**NF**  
ENGINEERS  
NOWAK & FRAUS ENGINEERS  
48680 VAN DYKE AVE  
SUITE 200, 48317  
TEL. (248) 332-7931  
FAX. (248) 332-8257

PREPARED FOR:  
VILLAGE OF LAKE ORION

SCALE	DATE	DRAWN	JOB NO.	SHEET
	05/23/2022	D.D.	M629	1 of 2

**BOTH ENCLOSURES - DESIGN**

**Design – Front View**



**Dumpster Front Elevation**

1/4" = 1'-0"

**Design – pedestrian entrance and gated front**

Example 1



Example 2



EXAMPLES OF MATERIALS USED IN AN EXISTING VILLAGE OF LAKE ORION DUMPSTER ENCLOSURE



### REQUEST FOR QUALIFICATIONS

1. Business Name
  - a. Areas of specialty.
  - b. Years in business.
2. Business Address
  - a. Address for Business
  - b. Mailing address (if different than business address)
3. Personnel
  - a. Principal contact (name, phone number, email) of the firm.
  - b. Other key personnel names who will be used for DDA business.
4. Experience - provide a short narrative (no more than two (2) pages) detailing previous experience providing this service. To include, but not necessarily be limited to: previous municipalities (if applicable), events, etc.
5. List specific reasons (no more than two (2) pages) why your business should be considered by the DDA of Lake Orion for providing this service.
6. Provide evidence of a comprehensive liability and workers compensation insurance policy for all staff assigned to work for the DDA.
7. Note any exceptions or deviations to the required scope of services outlined in Scope of Service section.
8. Has the business been in bankruptcy, reorganization or receivership in the last five (5) years?
9. Pricing - note the DDA currently prefers an itemized quote of services and charges.

### EVALUATION CRITERIA

The DDA will only review complete proposals received by the specified deadline and per the listed requirements. Finalists may be selected to present their respective proposals to the selection committee for review. Finalists shall be scored and ranked based on criteria which includes, but is not limited to:

- Technical approach to the project.
- Professional qualifications, expertise, quality and depth of key personnel with similar projects.
- Previous experience and successful record with similar projects.
- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program, in order to meet budget restraints, if required.

The Village of Lake Orion DDA reserves the right to interview any number of qualifying performing artists/businesses as part of the evaluation process. The decision as to which firm to contact (if any) shall be analyzed (based upon the "best overall value" to the DDA) and documented including Board member or staff recommendations. Meetings with short-listed proposers will provide additional information and criteria upon which the DDA will base its selection decision. The DDA reserves the right to select, and subsequently recommend for award the proposed firm(s)' services which best meets its required needs, quality levels and budget constraints. Award shall be made by the DDA Board of Directors.

The bid specifications were approved by the DDA Board of Directors on May 16, 2023. This request will be publicly advertised on the DDA web site, and on MITN for the following time period: June 22, 2023 to July 10, 2023. Late responses will not be accepted. Responses not meeting terms may be rejected. If at least three responses are not received the DDA Executive Director may require a re-bid.



**PRELIMINARY SCHEDULE** *(The following are estimated dates and are not binding)*

DDA Board Approval to request proposals	January 16, 2024
RFQ Available (Website and MITN))	January 17, 2024
Site Tour - Corner of Front and Lapeer Streets	January 30, 2024, 10 am
Questions due	February 1, 2024, 5 pm
Q&A published	February 5, 2024, 5 pm
Receive proposals	February 6, 2024, noon
Proposals opened – Village of Lake Orion Conference Room, 21 E Church Street LO MI 48362	February 8, 2024, 1 pm
Review/Presentation/Interview Period	February 12 to 16, 2024
Selection	February 20, 2024

**NON-DISCRIMINATION CLAUSE**

In the performance of any contract or purchase order resulting wherefrom, the contractor agrees to obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work, and all ordinances and requirements of the village regulating or applying to public improvements. Furthermore, the contractor agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of this contract or purchase order, with respect to his or her hire, tenure, terms, conditions or privileges or employment because of religion, race, color, national origin, ancestry, age, sex, gender identity, sexual orientation, height, weight, marital status, or physical or mental disability, except when said disability prevents such individual from performing the essential job functions, and the disability cannot be reasonably accommodated. The contractor further agrees that every subcontract entered into for the performance of this contract or purchase order will contain a provision requiring nondiscrimination in employment, as herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the contract or purchase order.

**ETHICS POLICY**

Gratuities: It shall be unethical for any person to offer, give, or agree to give any village employee or former village employee, or for any village employee or former village employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

Kickbacks: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

**ADA COMPLIANCE**

The Village of Lake Orion will provide necessary, reasonable auxiliary aids and services, and provide assistance in filling out forms, to individuals with disabilities when doing business with the Village of Lake Orion. Individuals with disabilities requiring such auxiliary aids or services should contact the Village of Lake Orion by writing or calling:

Sonja Stout  
(248) 693-8391 x 102  
stouts@lakeorion.org  
21 E. Church St. Lake Orion, MI 48362

Sealed Bid Form – DUMPSTER ENCLOSURE EXPANSION Requested by Lake Orion Downtown Development Authority  
Bid Opening: February 8, 2024 at 1:00pm

The undersigned hereby declares that he/she has carefully examined the instructions and specifications as listed in the Bid Packet. The undersigned declares the prices set forth in this bid do cover all the requirements listed in the bid packet **DUMPSTER ENCLOSURE EXPANSION**

It is understood and agreed that all bid prices shall remain in effect for at least ninety (90) days from the date of the bid opening to allow for the award of the bid, and that the prices bid will remain firm through invoice.

**The Lake Orion Downtown Development Authority reserves the right to split or abstract any or all bid proposals and award multiple contracts from the same quotation, based on price, availability and service, when in its judgment it best serves the Village of Lake Orion and the Lake Orion Downtown Development Authority.**

**-Attach Bid Sheet-**

**BIDDERS REQUIRED INFORMATION (please complete all fields)**

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email Adress: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Entity’s Name & Address, Contact Email & Phone Number**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_