



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.*

Ap[ri]l 12, 2022

Proposals for **DOWNTOWN LAKE ORION PARKING DECK ENGINEERING** are being accepted.

Proposals must be **DELIVERED TO**

**VILLAGE OF LAKE ORION  
21 E. CHURCH STREET  
LAKE ORION, MI 48362  
Attn: Molly LaLone  
RE: Parking Deck Engineering**

**ON OR BEFORE 4:00 PM, MAY 27, 2022**

**SUBMIT ORIGINAL AND TWO (2) COPIES.** Proposals received after **4:00 PM** of the date they are due will not be accepted or will be marked late, and retained unopened. Please mark sealed envelopes: "Parking Deck" on the lower left-hand corner. In addition, if the proposal is to be express mailed, "Proposal Documents Enclosed **DO NOT OPEN**" must be conspicuously marked on the package. Proposals will be opened May 27, 2022 at Noon. You may additionally send an email copy to:

TO: [office@downtownlakeorion.org](mailto:office@downtownlakeorion.org)  
CC: [director@downtownlakeorion.org](mailto:director@downtownlakeorion.org)

Addenda, clarifications and changes to the documents must be obtained on line 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 the Executive Director via e-mail - [director@downtownlakeorion.org](mailto:director@downtownlakeorion.org) , subject: **PARKING DECK ENGINEERING**

Sincerely,

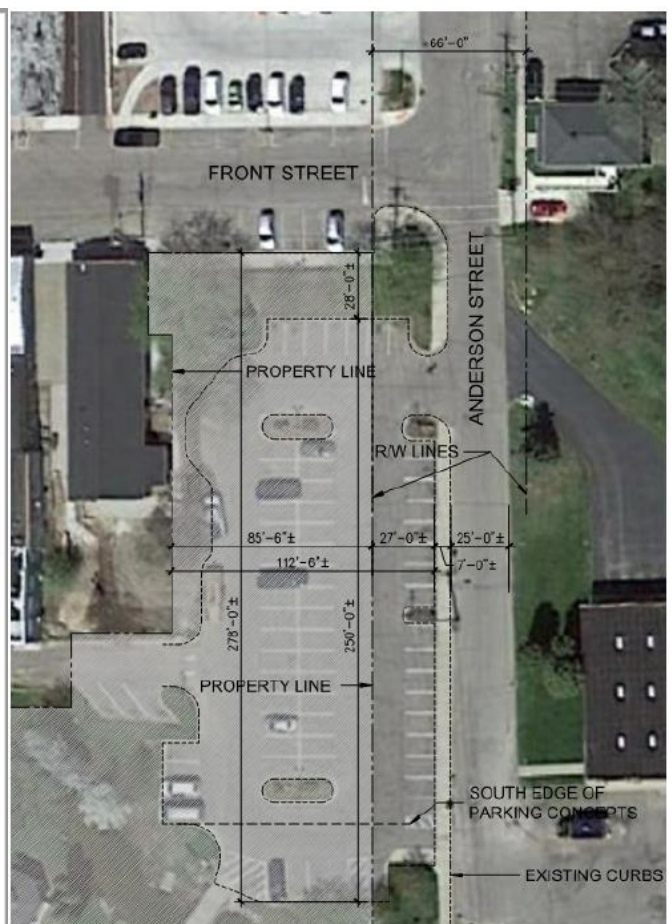
Molly LaLone  
Executive Director  
Lake Orion Downtown Development Authority

# REQUEST FOR PROPOSALS PARKING DECK ENGINEERING

## Architectural & Engineering Services Single-Story Parking Deck

### Project Description

The Lake Orion Downtown Development Authority (DDA), in conjunction with the Village of Lake Orion, desires to design a new parking deck, to be built on an existing municipal surface parking lot. The exterior façade of the new parking structure shall match/resemble the architectural qualities of the surrounding buildings.



**T4N, R10E, SEC 2 ASSESSOR'S PLAT NO 2 LOTS 14 TO 20 INCL., ALSO LOT 21 EXC BEG AT SW COR OF LOT 14, TH N87-05-00 E 10 FT, TH S 04-09-00 E 121.12 FT, TH S 86-29-30 W 62.59 FT, TH N 04-07-00 W 0.81 FT TO SW COR OF LOT 13, TH ELY ALG LOT LI 42.58 FT, THE N 04-09-00 W 44.04 FT, TH N 87-05-00 E 10 FT, TH N 04-09-00 W 76 FT TO BEG**

## Services Required

The work to be performed by the architectural and/or engineering firm shall include, but not be limited to, the following services:

- Work closely with village staff, designated review committee, DDA, and other groups as requested in order to confirm design criteria, discuss and present the project elements to various groups.
- Produce a site survey with elevations.
- Conduct soil investigations to determine soil type, condition and suitability.
- Prepare preliminary design drawings for discussion including site plan, floor plans, cross sections sufficient to depict the character of the structure's design and configuration, elevations, renderings, graphic depictions, streetscape layouts, etc.
- Prepare preliminary estimates of construction costs for all aspects of the project.
- Upon approval of the final design, the selected firm shall produce a complete set of construction documents including, but not necessarily limited to, construction-grade drawings written specifications, and final cost estimates.
- Provide all original electronic records related to the site testing and construction documents to the Village/DDA, in PDF format.
- All work must conform to all applicable laws, ordinances, and codes in the design and construction phases, including the latest ADA compliance requirements and any environmental safety and/or impact considerations.
- The selected firm may be asked to assist village staff with developing and distributing bid documents, responding to inquiries regarding the bid, collecting and assessing bid responses, and providing a recommendation to award a construction, provide full architectural and engineering services to manage and supervise implementation of the project on behalf of the Village/DDA should the Village/DDA decide to proceed forward with construction.

## **PARKING DECK ENGINEERING**

### **REQUEST FOR PROPOSALS**

#### **Content of RFP Response**

Each responder shall provide the items referenced below:

1. First name (assumed and legal name), mailing address, tax identification number.
2. Brief history of firm.
3. Summary statement which demonstrates a clear understanding of the village/DDA's objective and how the firm expects to address the objective.
4. Signature/execution of proposal.
5. Main point of contact/project manager, including title, mailing address, e-mail address, telephone number.
6. Identify/list subcontractors.
7. Identify the roles and responsibilities of the primary firm & each subcontractor.
8. Examples of similar projects in the past two (2) years, including collaborations with subcontractors.
9. Reference contact information for examples provided.
10. Name, position, applicable state-issued license(s), years of experience and resume of staff to be assigned to the project. (Primary firm & each subcontractor)
11. Estimated number of hours per staff member/position (primary firm & each subcontractor).
12. Hourly rate per staff member/position (primary firm & each subcontractor).
13. Any applicable percentage-based fees.
14. Outline and describe each phase to implement the project.
15. Estimated timetable/schedule.
16. Estimated fee structure associated with each phase of the project.
17. A not-to-exceed price for all services required.
18. Valid response date.
19. A copy of the proposed contract/agreement with the Village/DDA

**EVALUATION CRITERIA**

The Village of Lake Orion DDA reserves the right to interview any number of qualifying firms 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 April 12, 2022. This request will be publicly advertised on the DDA web site, and on MITN for the following time period: April 18, 2022 – May 26, 2022. 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	April 12, 2022
RFP Available	April 18, – May 26, 2022
Questions due	May 6, 2022
Receive proposals	May 26, 2022 by 4:00 PM
Proposals opened	May 27, 2022, Noon
Evaluation/Interviews	June 10, 2022 – June 20, 2022
Selection	July 12, 2022

**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:

Susan Galeczka  
(248) 693-8391 x 102  
[galeczkas@lakeorion.org](mailto:galeczkas@lakeorion.org)  
21 E. Church St. Lake Orion, MI 48362

Sealed Bid Form – PARKING DECK ENGINEERING

***Requested by Lake Orion Downtown Development Authority***

**Bid Opening: May 27, 2022.**

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 Parking Deck Engineering

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.**

**BIDDERS**

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

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

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

References (Public accounts)

Entity's Name & Address, Contact Information & Phone Number

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

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

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