



Romeo Downtown Development Authority

141 S. Main St., Suite A, Romeo, Michigan 48065

586-752-1170 Office

info@romeodda.org

www.downtownromeo.net

REQUEST FOR PROPOSAL FOR DESIGN AND PLANNING SERVICES 2025 DUMPSTER CORRAL PROJECT

The Romeo Downtown Development Authority (DDA) is seeking qualified professional firms to provide **conceptual design and planning services** for a **Downtown Dumpster Corral Project**. The intent of this project is to create an attractive, functional, and code-compliant shared waste enclosure solution that improves aesthetics, supports business operations, and enhances walkability in downtown Romeo.

Downtown Romeo is a historic, pedestrian-oriented district with a growing mix of retail, dining, and service-based businesses. As the district evolves, the current placement and appearance of commercial dumpsters has become a visual and logistical challenge. Many dumpsters are located in public view, impede alleyway flow, or are not consistently screened.

The DDA seeks a cohesive, durable, and well-designed solution that meets health and safety standards while improving aesthetics and operational efficiency for property owners and businesses.

This conceptual design phase will guide future engineering, permitting, and construction.

SCOPE OF WORK:

The DDA seeks a firm to perform **conceptual design and planning services** for a **Downtown Dumpster Corral Project**. The selected firm will assist the DDA by evaluating existing dumpster locations, creating conceptual designs for a consolidated or strategically placed corral (or multiple corrals), and providing recommendations for materials, screening, circulation, and integration with ongoing streetscape and alleyway improvements.

The scope includes but is not limited to:

A. Site Evaluation & Assessment

- Conduct an on-site review of existing dumpster locations and alley conditions.



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- Identify available space(s) for one or more shared corrals.
- Evaluate access, circulation, utilities, drainage, and code requirements.
- Engage with DDA staff and key business stakeholders.

B. Conceptual Design Development

- Provide *at least two (2)* conceptual layout options for the corral(s).
- Provide conceptual renderings, diagrams, or illustrative sketches.
- Consider materials, screening, gates, landscaping, lighting, ventilation, and maintenance needs.
- Evaluate solutions that minimize odor, noise, and visual impact.
- Integrate designs with adjacent alley improvements and wayfinding/street enhancement plans.

C. Regulatory Review & Guidance

- Identify applicable zoning, fire, health department, and solid waste disposal requirements.
- Provide preliminary guidance on permitting considerations.

D. Cost Estimates & Phasing Recommendations

- Provide a conceptual-level cost estimate for each design option.
- Recommend phasing strategies if multiple corrals or stages are required.

E. Presentation & Final Deliverables

- Attend (in-person or virtual) at least one DDA meeting to present concepts.
- Deliver a final conceptual design package including:



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- Existing conditions analysis
- Design narrative
- Renderings and/or visualizations
- Recommended materials and features
- Implementation considerations and cost ranges

PROPOSAL REQUIREMENTS:

Proposals must include the following components:

1. **Cover Letter**

- Firm name, address, main contact, and summary of qualifications.

2. **Company Profile**

- Overview of the firm
- Number of years in business
- Office location(s)
- Key personnel and resumes of staff who will be assigned to the DDA

3. **Relevant Experience**

- Experience providing services to municipalities, DDAs, or similar public entities
- Examples of comparable clients and references (minimum of three)

4. **Approach & Methodology**

- Description of how the firm will manage both accounting and audit work



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- Internal controls, quality assurance processes, and communication practices

5. Fee Structure

- Annual cost for accounting services
- Cost for annual audit
- Any hourly rates or additional fees
- Multi-year pricing options (preferred but not required)

6. Legal & Compliance

- Proof of CPA licensure
- Proof of insurance (general liability and professional liability)
- Statement confirming independence from the Romeo DDA

EVALUATION CRITERIA:

Proposals will be evaluated using the following criteria:

- Experience with governmental and DDA-related projects
- Qualifications of assigned personnel
- Clarity and strength of methodology and service approach
- Cost competitiveness and fee transparency
- References and demonstrated performance
- Ability to meet deadlines and support DDA reporting needs

CRITERIA:

The Romeo DDA reserves the right to reject any and all quotes, proposals and bids, to waive any formalities and to select the company and proposal in any manner deemed to be in the best interest of the Romeo DDA. The company selected shall agree not to discriminate against any employee or applicant for employment because of sex, race, age, religion, color, national origin, or disability status.



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INFORMATION INCLUDING DEADLINE:

The quote will be complete in legible form, preferably typewritten.

Mark the outside of your quote envelope or digital submittal:

Romeo DDA: DOWNTOWN ROMEO ACCOUNTING AND AUDIT

Proposals are due at the Romeo DDA Office by 3:00pm, Wednesday, December 31st, 2025.

DDA Address: **141 S. Main St., Suite A, Romeo, Michigan 48065 or email info@romeodda.org.**

All information requested herein should be submitted with the Request for Quote. Failure to do so may result in rejection of the proposal as non-responsive and or incomplete.



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**REQUEST FOR Proposal
FOR
Dumpster Corral Planning and Design Services**

Company References

1. Contact Name:

Business Name:

Address:

Phone:

Email:

Work/Experience/Similar Projects:

2. Contact Name:

Business Name:

Address:

Phone:

Email:

Work/Experience/Similar Projects:

3. Contact Name:

Business Name:

Address:

Phone:

Email:

Work/Experience/Similar Projects: