

Livonia Public Schools

Business Services Office

Date: October 29, 2012

To: Randy Liepa, PhD., Superintendent

From: Lisa Abbey, Director of Business Services

Re: Owner's Representative Request for Proposal (RFP)

We would like to discuss the Owner's Representative Request for Proposal bid at the next Building and Site Committee meeting on November 5, 2012.

We have included in your packet a detailed (two page – ledger size) list of the responses.

As you know, the RFP was made available on October 10, 2012. We accepted clarifying questions through October 17, 2012. Responses were posted on the LPS web site on October 19, 2012. The bid responses were due on Wednesday October 24, 2012. The bids were opened publicly on Wednesday with three people attending. Ray Raymond and I opened and recorded the bid responses.

We received eight responses. One firm declined to bid. We would like to discuss the responses and the next steps in the process of appointing an Owner's Representative at the Building and Site meeting Monday, November 5, 2012.

We will prepare electronic copies of the original vendor responses and send those via email on Friday to all Board members.

As always, please let me know if there are any additional questions.

LA/kp

Attachment