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 Website: <http://www.oswegoil.org>

AGENDA MEMORANDUM

TO: Tina Touchette, Village Clerk
CC: Steve Jones, Village Administrator
FROM: Vijay Gadde, Economic Development Director 
DATE: April 21, 2014
SUBJECT: Downtown RFQ –Review of Submitted Proposals

Proposals Submitted:

One proposal was submitted by Studio Silver, Inc.

Review of Submitted Proposal:

Here's a tabulation of the RFQ submitted based on staff review of this proposal.

DESCRIPTION	STUIDO SILVER, INC.
Three (3) sets and one (1) CD/flash drive of the RFQ	Only 2 sets submitted; no CD/flash drive submitted
Completed Checklist with the submittal	No checklist submitted
<ul style="list-style-type: none"> ▪ Transmittal/Acknowledgement Letter including an understanding of the Request (4 page maximum) 	Submitted
<ul style="list-style-type: none"> ▪ Development Team Qualifications <ul style="list-style-type: none"> ○ Organization Form, Team Members, and Personnel ○ Relevant Experience ○ Management Team ○ Project Management Plan 	Incomplete Submittal - The team does not cover construction oversight and financing. Also detailed project management plan was not submitted.
<ul style="list-style-type: none"> ▪ References 	No references submitted
<ul style="list-style-type: none"> ▪ Special Conditions 	Compensation schedule submitted
<ul style="list-style-type: none"> ▪ Contact Information 	Submitted

As Studio Silver, Inc. failed to meet with the Submission Requirements, they have been eliminated from further consideration.

I certify that the RFQ tabulation shown above is true and actual representation of the packet opened April 11, 2014 for the Downtown Oswego RFQ request.