

Village of Vicksburg, Michigan Downtown Development Authority Downtown Development Plan & Tax Increment Financing (TIF) Plan Request for Proposals (RFP)

July 24, 2026

RFP Point of Contact

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Village of Vicksburg
126 N. Kalamazoo St.
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Invitation to Participate

The Village of Vicksburg Downtown Development Authority invites qualified consulting firms to prepare a comprehensive Downtown Development Plan and Tax Increment Financing (TIF) Plan compliant with Michigan law. The plan will establish a twenty-year vision for downtown revitalization, redevelopment, placemaking, mobility, economic development, public infrastructure, housing, arts, and implementation.

Project Schedule

Event	Date
Release RFP	Friday, July 24, 2026
Request for Information	Friday, August 14, 2026
RFP Deadline	Friday, August 21, 2026
Public Bid Opening	Monday, August 24, 2026
Staff Review	August 24–September 4, 2026
Present to DDA Board	Monday, September 14, 2026

Village Council Approval	Monday, September 21, 2026
Professional Services Agreement	September 22–24, 2026
Notice to Proceed	September 25, 2026
Work Completion	TBD

A Community Defined by Vision, Heritage, and Momentum

Nestled in the heart of Southwest Michigan, the **Village of Vicksburg** is a thriving historic community that has successfully blended its rich heritage with a forward-looking vision for economic development, placemaking, and quality of life. Located just fifteen miles south of the City of Kalamazoo, Vicksburg serves as a regional destination for residents, visitors, entrepreneurs, and investors seeking an authentic downtown experience centered on community, culture, recreation, and innovation.

Founded in **1831**, Vicksburg has grown from a small milling and agricultural settlement into one of Michigan's most recognized examples of successful downtown revitalization. Today, the Village is home to approximately **4,000 residents**, serves a regional trade area exceeding 100,000 people, and continues to attract significant private investment while maintaining the small-town character that has defined the community for nearly two centuries.

Over the past decade, the Village has intentionally invested in creating an economically vibrant, pedestrian-friendly downtown that celebrates its historic architecture while embracing new opportunities for redevelopment, entrepreneurship, housing, tourism, and cultural experiences. These investments have transformed Downtown Vicksburg into a destination where residents and visitors gather to dine, shop, attend festivals, enjoy public art, and experience one of Michigan's most authentic downtown environments.

Regional Location

The Village of Vicksburg is strategically located within Kalamazoo County in Southwest Michigan, providing exceptional regional accessibility while maintaining its distinctive small-town identity.

Major transportation connections include:

- Approximately 15 miles south of Downtown Kalamazoo
- Less than 25 minutes from Interstate 94
- Convenient access to US-131
- Approximately two hours from both Detroit and Chicago
- Immediate access to the greater Kalamazoo-Portage metropolitan area

This location positions Vicksburg as an attractive community for families, entrepreneurs, remote workers, visitors, and businesses seeking the amenities of a larger metropolitan region while enjoying the character and quality of life of a historic village.

Community Character

Vicksburg is widely recognized for its welcoming atmosphere, walkable downtown, historic architecture, outstanding schools, recreational opportunities, and strong sense of civic pride.

The Village's downtown functions as the social, cultural, and economic heart of the community and includes:

- Historic commercial buildings
- Independent restaurants
- Boutique retail businesses
- Professional offices
- Entertainment venues
- Community gathering spaces
- Public art installations
- Outdoor dining
- Parks and plazas
- Civic facilities

The Village has intentionally invested in creating public spaces that encourage year-round activity while supporting local businesses and strengthening community connections.

A Downtown Experiencing Remarkable Transformation

Over the past decade, Downtown Vicksburg has undergone one of the most significant revitalization efforts among Michigan communities of comparable size.

Strategic investments by the Village, Downtown Development Authority (DDA), local businesses, nonprofit organizations, and private developers have resulted in:

- Comprehensive downtown streetscape improvements
- Expanded pedestrian amenities
- New public gathering spaces
- Outdoor dining opportunities
- Enhanced landscaping
- Decorative lighting
- Public art installations
- Wayfinding improvements
- Façade enhancements
- Business recruitment

- Building rehabilitation
- New housing investment
- Community programming and events

Collectively, these initiatives have positioned Downtown Vicksburg as one of Southwest Michigan's premier small-town destinations.

Public and Private Investment

The Village has demonstrated a sustained commitment to downtown investment through strategic public infrastructure improvements, grant funding, and partnerships with private developers.

Significant accomplishments include:

- Comprehensive downtown streetscape improvements creating a more pedestrian-oriented environment.
- Development of inviting public gathering spaces designed to encourage year-round community activity.
- Significant investment in placemaking initiatives that enhance the visitor experience.
- Public art installations celebrating the Village's history and culture.
- Infrastructure improvements supporting redevelopment.
- Successful attraction of state and regional grant funding.
- Strong partnerships with nonprofit organizations and community foundations.
- Continued investment by local property owners and entrepreneurs.

Perhaps most notably, the transformative redevelopment of **The Mill at Vicksburg** has become one of Michigan's most significant adaptive reuse projects, creating a regional destination that combines hospitality, dining, manufacturing, events, and entrepreneurship within a nationally recognized historic industrial complex. This redevelopment has significantly elevated Vicksburg's profile throughout the state while generating substantial economic activity and tourism.

Community Events and Cultural Programming

Vicksburg has established itself as a year-round destination through an expanding calendar of community events that attract thousands of visitors annually.

Signature events include:

- **BURG Days of Summer**
- Christmas in the BURG
- Community festivals
- Farmers Markets
- Live music performances

- Public art programming
- Family recreation events
- Seasonal celebrations
- Historic preservation activities
- Community volunteer initiatives

These events not only strengthen community identity but also provide meaningful economic benefits to downtown businesses while reinforcing Vicksburg's reputation as a destination community.

Economic Development

The Village embraces a proactive approach to economic development centered on partnership, entrepreneurship, and strategic investment.

Key economic strengths include:

- Growing small business community
- Strong entrepreneurial culture
- Historic commercial district
- Regional tourism
- Destination dining
- Creative economy
- Manufacturing heritage
- Professional services
- Hospitality
- Recreation
- Cultural tourism

Village leadership has successfully leveraged public investment to encourage significant private-sector redevelopment while maintaining the historic character that distinguishes Downtown Vicksburg.

Planning for the Future

The Village has established a strong foundation for future growth through implementation of its Comprehensive Master Plan and numerous strategic initiatives focused on economic development, placemaking, infrastructure investment, housing, recreation, sustainability, and community engagement.

The Downtown Development Authority has played a central role in advancing these initiatives through targeted investments that improve the public realm while supporting private redevelopment.

As the Village prepares a new Downtown Development Plan and Tax Increment Financing Plan, it seeks to build upon this momentum by creating an ambitious yet achievable ten-year vision that will:

- Strengthen Downtown Vicksburg as the economic heart of the community.
- Encourage high-quality redevelopment and redevelopment of strategic opportunity sites.
- Expand housing opportunities.
- Enhance walkability and multimodal transportation.
- Improve public spaces and streetscapes.
- Foster entrepreneurship and business recruitment.
- Support arts, culture, tourism, and recreation.
- Identify sustainable funding strategies.
- Prioritize catalytic projects that leverage additional public and private investment.
- Position the Village for continued success as one of Michigan's premier small-town downtown destinations.

Consultant Opportunity

The Village of Vicksburg is not seeking a routine planning document.

Rather, the Village seeks an experienced consultant capable of preparing a visionary, implementation-focused Downtown Development Plan and Tax Increment Financing Plan that reflects the community's extraordinary momentum while establishing a practical roadmap for continued investment over the next twenty years.

The selected consultant will have the unique opportunity to help shape the future of one of Michigan's most dynamic and rapidly evolving downtown districts, building upon a foundation of collaboration, innovation, historic preservation, and community pride.

Building Upon a Decade of Momentum

The Village of Vicksburg Downtown Development Authority (DDA) is embarking on the preparation of a new Downtown Development Plan and Tax Increment Financing (TIF) Plan at a pivotal moment in the community's history. Over the past decade, the Village has demonstrated that strategic public investment, strong community partnerships, and a shared vision can transform a traditional small-town downtown into a vibrant regional destination.

The purpose of this planning effort is not simply to satisfy statutory requirements under Michigan Public Act 57 of 2018 (formerly Public Act 197 of 1975), but rather to establish a bold, implementable roadmap that will guide the continued revitalization of Downtown Vicksburg over the next ten years.

The Village seeks a consultant who recognizes that successful downtowns are no longer measured solely by infrastructure improvements, but by their ability to attract residents,

entrepreneurs, visitors, investment, and cultural activity while preserving the unique identity that makes each community distinctive.

The Next Phase of Downtown Revitalization

While Downtown Vicksburg has experienced remarkable success, Village leadership recognizes that revitalization is an ongoing process requiring continual adaptation to changing economic conditions, consumer preferences, demographic trends, and redevelopment opportunities.

The next generation of downtown planning must address issues including:

- Redevelopment of underutilized properties
- Mixed-use development opportunities
- Housing diversity
- Business recruitment and retention
- Parking management
- Walkability and bicycle connectivity
- Tourism development
- Public infrastructure improvements
- Sustainability and environmental stewardship
- Arts and cultural programming
- Public space activation
- Long-term financial sustainability of the DDA

The new Development Plan and TIF Plan should identify practical strategies that allow the Village to capitalize on these opportunities while preserving the historic character that defines Downtown Vicksburg.

Existing Planning Foundation

The Village has completed numerous planning initiatives that provide a strong foundation for this effort. Rather than creating a new vision from the ground up, the consultant shall build upon and integrate recommendations from previously adopted plans and ongoing initiatives whenever appropriate.

These documents include, but are not limited to:

- Village of Vicksburg Comprehensive Master Plan
- Downtown Development Authority Development Plan
- Existing Tax Increment Financing Plan
- Capital Improvements Program
- Recreation Plan
- Parks and Trail Planning Documents
- Zoning Ordinance
- Downtown Design Standards

- Transportation and Mobility Studies
- Utility Infrastructure Planning Documents
- Economic Development Studies
- Kalamazoo County planning initiatives
- Michigan Economic Development Corporation (MEDC) guidance and best practices

Consultants are expected to review these documents early in the planning process and identify recommendations that remain relevant while updating strategies to reflect current conditions and future opportunities.

The Mill at Vicksburg

One of the defining catalysts for Downtown Vicksburg's transformation has been the ongoing redevelopment of **The Mill at Vicksburg**, one of Michigan's most ambitious historic adaptive reuse projects.

The redevelopment of this nationally significant industrial complex has introduced new hospitality, dining, manufacturing, entertainment, event, and entrepreneurial opportunities while preserving an important piece of the Village's history.

The Mill has dramatically increased regional awareness of Vicksburg and serves as a major driver of tourism, economic development, private investment, and community pride.

The consultant should recognize this redevelopment as a foundational component of Downtown Vicksburg's future and identify strategies that strengthen physical, economic, and experiential connections between The Mill campus and the traditional downtown business district.

The Role of the Downtown Development Authority

The Downtown Development Authority has played an essential leadership role in facilitating public investment, encouraging redevelopment, supporting local businesses, and enhancing the public realm.

The updated Development Plan and TIF Plan should provide the DDA with a practical decision-making framework that prioritizes investments, identifies measurable outcomes, and supports continued collaboration with Village Council, property owners, developers, business owners, residents, and regional partners.

The plan should clearly distinguish between short-term initiatives that can be implemented immediately, medium-term projects requiring strategic investment, and long-term transformational opportunities that may occur over the next twenty years.

Planning Philosophy

The Village is seeking more than a planning document—it seeks an implementation strategy.

Accordingly, the consultant shall prepare a plan that is:

- Visionary while grounded in financial reality.
- Action-oriented with clearly defined implementation priorities.
- Flexible enough to respond to changing economic conditions.
- Based upon meaningful public engagement.
- Supported by market realities and redevelopment potential.
- Compliant with all applicable Michigan statutes.
- Designed to attract additional public and private investment.
- Easily understood by elected officials, staff, business owners, developers, residents, and funding agencies.
- Supported by measurable goals and performance indicators.
- Structured as a working document that guides decision-making for the next twenty years

Consultant Expectations

The Village seeks a consultant that understands Vicksburg's unique momentum and is prepared to help shape its next chapter. The selected consultant will be expected to bring expertise in downtown planning, economic development, urban design, public engagement, redevelopment finance, and implementation planning while working collaboratively with Village leadership and the community.

The resulting Downtown Development Plan and Tax Increment Financing Plan should position the Village of Vicksburg as a continued leader in downtown revitalization and serve as a model for small communities throughout Michigan.

SCOPE OF WORK

Project Overview

The Village of Vicksburg Downtown Development Authority (DDA) is seeking the services of a highly qualified consulting firm or multidisciplinary consulting team to prepare a comprehensive **Downtown Development Plan (DDP)** and **Tax Increment Financing (TIF) Plan** in accordance with **Michigan Public Act 57 of 2018**, as amended.

The selected consultant will work collaboratively with the Village Council, Downtown Development Authority, Village staff, Planning Commission, business owners, property owners, residents, community organizations, regional partners, and other stakeholders to

prepare a visionary yet practical implementation strategy that will guide public and private investment over the next ten (10) years.

Rather than producing a planning document intended for shelf storage, the Village seeks an implementation-focused roadmap that identifies achievable projects, realistic funding strategies, redevelopment priorities, measurable outcomes, and a clear framework for continued downtown investment.

The consultant shall provide all labor, materials, technical expertise, facilitation, mapping, graphics, and related professional services necessary to successfully complete the project.

Project Goals

The resulting Downtown Development Plan and TIF Plan shall accomplish the following objectives:

- Establish a long-term vision for Downtown Vicksburg.
- Reinforce Downtown Vicksburg as the economic and cultural heart of the community.
- Identify opportunities for redevelopment, reinvestment, and economic growth.
- Support existing businesses while encouraging entrepreneurship and new investment.
- Promote housing opportunities within and adjacent to downtown.
- Improve connectivity between The Mill at Vicksburg and the traditional downtown business district.
- Strengthen pedestrian, bicycle, and multimodal transportation.
- Enhance public gathering spaces and placemaking opportunities.
- Support tourism, arts, culture, recreation, and community programming.
- Develop realistic capital improvement priorities.
- Create an implementable Tax Increment Financing strategy.
- Identify grant opportunities and alternative funding sources.
- Develop measurable implementation goals and performance metrics.
- Position the Village to compete successfully for future state and federal funding opportunities.

Consultant Responsibilities

The consultant shall provide all professional services necessary to complete the project, including but not limited to the following tasks.

Task 1 – Project Initiation

The consultant shall organize and facilitate a comprehensive project kickoff meeting with Village staff and the Downtown Development Authority.

The kickoff meeting shall include:

- Review of project objectives
- Review of statutory requirements
- Confirmation of project schedule
- Communication protocols
- Public engagement strategy
- Deliverable expectations
- Data needs
- GIS requirements
- Existing planning documents
- Consultant project management procedures
- Identification of potential challenges

Following the kickoff meeting, the consultant shall prepare a detailed Project Management Plan identifying milestones, responsibilities, communication procedures, meeting schedule, and anticipated deliverables.

Task 2 – Existing Conditions Assessment

The consultant shall conduct a comprehensive assessment of existing downtown conditions.

The assessment shall include, at minimum:

Land Use

- Existing land uses
- Building occupancy
- Vacant properties
- Redevelopment opportunities
- Publicly owned property
- Historic resources
- Adaptive reuse opportunities

Economic Conditions

- Commercial occupancy
- Retail mix
- Office space
- Hospitality
- Tourism
- Market trends
- Employment
- Business recruitment opportunities
- Entrepreneurial ecosystem

Housing

Evaluate:

- Existing residential inventory
- Downtown housing opportunities
- Mixed-use development
- Upper-floor housing
- Missing middle housing
- Workforce housing
- Senior housing
- Market demand

Transportation

Assess:

- Street network
- Sidewalk conditions
- ADA accessibility
- Bicycle facilities
- Parking inventory
- Traffic circulation
- Wayfinding
- Transit connections
- Pedestrian safety
- Crosswalks
- Trail connectivity

Public Infrastructure

Evaluate:

- Water infrastructure

- Sewer infrastructure
- Stormwater
- Streetscape
- Lighting
- Utilities
- Broadband
- Green infrastructure
- Public facilities

Parks and Public Spaces

Inventory and evaluate:

- Pocket parks
- Gathering spaces
- Public plazas
- Outdoor dining
- River access
- Trailheads
- Community spaces
- Event infrastructure

Task 3 – Public Engagement

Meaningful public participation is considered one of the most important components of this project.

The consultant shall develop and implement a comprehensive public engagement strategy designed to gather meaningful input from residents, business owners, property owners, community organizations, developers, visitors, and regional stakeholders.

At a minimum, public engagement shall include:

Stakeholder Interviews

Individual interviews with:

- Village Council
- Downtown Development Authority
- Planning Commission
- Village Staff
- Major employers
- Business owners
- Property owners
- Developers
- Educational institutions

- Community organizations
- Regional economic development organizations

Community Survey

Develop both online and printed community surveys designed to solicit input regarding:

- Downtown strengths
- Weaknesses
- Opportunities
- Redevelopment priorities
- Public spaces
- Transportation
- Housing
- Community events
- Economic development

Public Workshops

Conduct no fewer than three (3) public engagement workshops, including:

Project Visioning Workshop

Draft Plan Review Workshop

Final Plan Presentation

Interactive Engagement

The Village encourages innovative engagement techniques, including:

- Interactive online mapping
- Digital surveys
- Story maps
- Pop-up engagement
- Youth engagement
- Social media outreach
- Community preference exercises

Task 4 – Downtown Market Analysis

The consultant shall prepare a market analysis evaluating:

- Retail opportunities
- Restaurant demand
- Office market

- Residential demand
- Tourism
- Hospitality
- Entertainment
- Redevelopment feasibility
- Opportunity sites
- Regional competition

The consultant should identify market sectors with the greatest potential for future investment.

Task 5 – Redevelopment Opportunities

The consultant shall identify catalytic redevelopment opportunities throughout the Downtown Development Authority District.

Potential focus areas include:

- Underutilized commercial properties
- Surface parking lots
- Publicly owned land
- Adaptive reuse opportunities
- Mixed-use development
- Housing
- Public gathering spaces
- Gateway improvements
- Streetscape enhancements
- Water and trail connections
- Connections to The Mill at Vicksburg

Each opportunity should include:

- Existing conditions
- Constraints
- Redevelopment potential
- Estimated investment level
- Potential funding sources
- Recommended implementation sequence

Task 6 – Downtown Development Plan

The consultant shall prepare a Development Plan meeting all requirements of Michigan Public Act 57.

The Development Plan shall include:

- Community Vision
- Guiding Principles
- Existing Conditions
- Land Use Recommendations
- Redevelopment Strategies
- Housing Strategy
- Economic Development Strategy
- Transportation Strategy
- Infrastructure Improvements
- Public Space Improvements
- Capital Improvements Program
- Implementation Matrix
- Funding Strategy
- Performance Measures

Task 7 – Tax Increment Financing Plan

The consultant shall prepare a legally compliant Tax Increment Financing Plan that includes:

- District description
- Existing taxable value
- Revenue projections
- Capture projections
- Project costs
- Debt analysis
- Eligible expenditures
- Financial modeling
- Capital project prioritization
- Funding recommendations
- Twenty-year implementation strategy

Task 8 – Implementation Strategy

The consultant shall prepare a detailed implementation program identifying:

Immediate Priorities (Years 1–3)

Projects capable of immediate implementation.

Responsible parties.

Estimated costs.

Potential funding sources.

Grant opportunities.

Mid-Term Priorities (Years 4–7)

Major redevelopment initiatives.

Public infrastructure.

Economic development.

Housing.

Transportation improvements.

Long-Term Priorities (Years 8–10)

Catalytic redevelopment.

Major capital projects.

Public-private partnerships.

Future expansion opportunities.

Transformational investments.

Required Deliverables

At a minimum, the consultant shall provide:

- Comprehensive Existing Conditions Report
- Public Engagement Summary
- Market Analysis
- Redevelopment Opportunity Assessment
- Draft Downtown Development Plan
- Draft TIF Plan
- Final Downtown Development Plan
- Final TIF Plan
- Executive Summary
- Implementation Matrix
- Capital Improvement Schedule
- High-resolution graphics and renderings

- Presentation materials for the DDA and Village Council

Final deliverables shall be submitted in both printed and electronic formats, including editable Microsoft Word, Microsoft Excel, Adobe InDesign (if used), GIS-compatible mapping files, and searchable PDF documents.

Desired Consultant Qualifications

The Village seeks a consultant with demonstrated expertise in:

- Michigan Downtown Development Authorities
- Tax Increment Financing Plans
- Redevelopment Ready Communities
- Downtown revitalization
- Economic development
- Urban design
- Historic preservation
- Community engagement
- Grant strategy
- Capital improvement planning
- Market analysis
- Public finance
- Implementation planning

Preference will be given to firms that have successfully completed similar projects for Michigan communities and can demonstrate a history of preparing implementation-focused plans that have resulted in measurable redevelopment, successful grant awards, and sustained downtown investment.

Village Expectations

The Village of Vicksburg is seeking more than a planning consultant—it is seeking a long-term strategic partner capable of helping shape the future of one of Michigan's most vibrant and rapidly evolving downtowns. The selected consultant is expected to combine technical expertise with creativity, collaborative leadership, and a commitment to producing a plan that is visionary, actionable, fiscally responsible, and broadly supported by the community. The final Downtown Development Plan and Tax Increment Financing Plan should serve as the guiding framework for public and private investment through 2036 and position Downtown Vicksburg as a model for small-community revitalization across the State of Michigan.

PROPOSAL REQUIREMENTS

4.1 Proposal Submission Requirements

The Village of Vicksburg is seeking comprehensive, well-organized proposals from consulting firms with demonstrated expertise in downtown planning, economic development, tax increment financing, urban design, and implementation planning within the State of Michigan.

The Village expects proposals to be concise yet sufficiently detailed to demonstrate the firm's understanding of the project, technical capabilities, project approach, and commitment to helping the Village achieve its long-term vision.

Each proposal shall become the property of the Village of Vicksburg and shall remain valid for a period of sixty (60) calendar days following the proposal submission deadline.

Failure to include all required information may result in the proposal being deemed non-responsive.

4.2 Proposal Format

To facilitate a fair and consistent evaluation process, proposals shall be organized in the following order.

Section A – Cover Letter

The proposal shall begin with a signed Letter of Transmittal containing:

- Name of consulting firm
- Corporate headquarters
- Michigan office location (if applicable)
- Name, title, email address, and telephone number of the primary contact
- Statement expressing the firm's interest in the project
- Acknowledgement of receipt of all addenda
- Certification that the proposal shall remain valid for 120 days
- Signature of an individual authorized to bind the firm contractually

The cover letter should briefly describe why the firm believes it is uniquely qualified to assist the Village of Vicksburg in preparing this important planning document.

Section B – Firm Profile

Provide a detailed description of the consulting firm, including:

- Year established
- Office locations
- Ownership structure

- Areas of specialization
- Number of employees
- Michigan municipal experience
- Experience with Downtown Development Authorities
- Experience with Tax Increment Financing Plans
- Experience with Redevelopment Ready Communities (RRC)
- Experience with implementation planning
- Description of multidisciplinary capabilities

If multiple firms are proposing as a team, identify the lead consultant and clearly describe the responsibilities of each subconsultant.

Section C – Project Understanding

Provide a narrative describing the firm's understanding of:

- The Village of Vicksburg
- Downtown revitalization opportunities
- Community goals
- Existing momentum
- Challenges facing downtown
- The importance of implementation
- Public engagement expectations
- Desired project outcomes

The Village encourages firms to demonstrate their understanding of Vicksburg's recent public and private investments, community partnerships, and redevelopment initiatives.

Generic statements prepared for multiple communities are discouraged.

Section D – Project Approach

Describe in detail the firm's proposed methodology for completing the project.

The narrative should include:

Project Management

- Overall project strategy
- Communication plan
- Project schedule
- Coordination with Village staff
- Decision-making process

Existing Conditions Assessment

Describe the proposed approach for:

- Data collection
- Site analysis
- Mapping
- Market assessment
- Infrastructure review
- Housing analysis
- Economic development analysis
- Mobility analysis

Public Engagement

Describe the proposed engagement strategy.

Include:

- Stakeholder interviews
- Public workshops
- Community surveys
- Online engagement
- Youth participation
- Business outreach
- Property owner meetings
- Innovative engagement techniques

The Village encourages creative public participation methods that extend beyond traditional public meetings.

Vision Development

Describe how the consultant will facilitate the creation of a long-term community vision while ensuring broad public support.

Implementation Strategy

Explain how the consultant will develop:

- Priority projects
- Capital improvements
- Funding strategies
- Implementation schedules
- Performance measures
- Annual work plans

Section E – Project Team

Identify the individuals who will be assigned to this project.

Include:

- Project Manager
- Principal-in-Charge
- Economic Development Specialist
- Urban Designer
- Public Engagement Specialist
- GIS Specialist
- Transportation Planner
- Financial/TIF Specialist
- Graphic Designer
- Other key personnel

For each individual provide:

- Resume
- Years of experience
- Relevant certifications
- Areas of expertise
- Role on this project
- Percentage of project involvement

The Village expects the proposed Project Manager to remain actively involved throughout the duration of the project.

Section F – Relevant Project Experience

Provide descriptions of at least five (5) comparable projects completed within the past ten years.

For each project include:

- Client name
- Community population
- Project description
- Services provided
- Completion date
- Total project cost
- Project team members
- Client reference
- Current implementation status
- Funding secured following plan adoption (if applicable)

Preference will be given to firms demonstrating successful implementation of Downtown Development Plans and TIF Plans in Michigan communities.

Section G – Project Schedule

Provide a detailed project schedule identifying:

- Major tasks
- Deliverables
- Public meetings
- Review periods
- DDA presentations
- Village Council presentations
- Draft plan completion
- Final plan adoption

The Village anticipates substantial completion within the timeline established in this Request for Proposals.

Section H – Deliverables

Describe all anticipated project deliverables including:

- Existing Conditions Report
- Public Engagement Summary
- Market Analysis
- Redevelopment Opportunities Report
- Draft Development Plan
- Draft TIF Plan
- Final Development Plan
- Final TIF Plan
- Executive Summary
- Implementation Matrix
- Funding Strategy
- Presentation materials
- GIS mapping
- Digital graphics
- Renderings

Section I – Fee Proposal

The Fee Proposal shall be submitted as a separate sealed document (or separate electronic file if submitted electronically).

The proposal shall include:

- Total Lump Sum Cost
- Hourly billing rates
- Estimated hours by task
- Estimated hours by team member
- Reimbursable expenses
- Optional services
- Additional meeting costs
- Printing costs
- Travel costs

The Village reserves the right to negotiate final scope and fees with the selected consultant.

The Village is not obligated to select the lowest cost proposal.

Section J – References

Provide a minimum of five (5) client references.

Include:

- Organization
- Contact person
- Title
- Telephone number
- Email address
- Description of services performed
- Year completed

References should preferably include Michigan Downtown Development Authorities or municipal governments.

Section K – Required Certifications

The proposal shall include the following certifications:

Certification of Non-Collusion

The proposer certifies that the proposal has been prepared independently without collusion with any other proposer.

Conflict of Interest Disclosure

The proposer shall disclose any actual or potential conflicts of interest involving the Village of Vicksburg, Downtown Development Authority, Village Council members, Village staff, or affiliated organizations.

Litigation Disclosure

Identify any litigation involving the firm within the past five (5) years that may reasonably affect the firm's ability to perform the required services.

Insurance Certification

Provide evidence demonstrating the firm's ability to meet the insurance requirements contained within this Request for Proposals.

Addenda Acknowledgement

Provide written acknowledgement of receipt of all issued addenda.

4.3 Proposal Submission

Consultants shall submit:

- One (1) original signed proposal.
- Six (6) printed copies.
- One (1) searchable PDF version on a USB flash drive.
- One (1) editable Microsoft Word version.
- One (1) editable Microsoft Excel file for all financial schedules.

All proposals shall be clearly marked:

"Request for Proposals – Downtown Development Plan and Tax Increment Financing Plan"

and delivered no later than:

Friday, August 21, 2026

to:

Jim Mallery, Village Manager
Village of Vicksburg
126 North Kalamazoo Street
Vicksburg, Michigan 49097

Late proposals will not be accepted.

Faxed or incomplete proposals will not be considered.

4.4 Consultant Interviews

Following the evaluation of written proposals, the Village anticipates inviting the highest-ranked firms to participate in consultant interviews.

Interviews may include:

- Firm presentation (30 minutes)
- Question-and-answer session (30 minutes)
- Discussion of project approach
- Review of proposed team
- Discussion of implementation philosophy
- Fee clarification
- Schedule review

The Village reserves the right to award a contract based solely on written proposals without conducting interviews if it determines that doing so is in the Village's best interest.

4.5 Village Rights

The Village of Vicksburg reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities in any proposal.
- Request additional information from any proposer.
- Conduct interviews with selected firms.
- Negotiate modifications to the scope of services.
- Negotiate project fees.
- Request best and final offers.
- Cancel or reissue this Request for Proposals at any time.
- Award all or part of the requested services.
- Determine the proposal that is most advantageous to the Village, considering qualifications, experience, project approach, schedule, and cost.

The Village's selection will be based on the proposal determined to provide the **best overall value** and to best advance the long-term goals of Downtown Vicksburg, rather than solely on the lowest proposed fee.

RFP Checklist (Required Submission Contents)

To assist proposers in preparing a complete response, each proposal shall include the following, in the order listed:

Required Item	Included
Cover Letter	☐
Firm Profile	☐
Project Understanding	☐
Project Approach and Methodology	☐
Project Team and Resumes	☐
Comparable Project Experience	☐
Project Schedule	☐
Deliverables	☐
Separate Fee Proposal	☐
Five Client References	☐
Conflict of Interest Disclosure	☐
Litigation Disclosure	☐
Insurance Certification	☐
Non-Collusion Certification	☐
Addenda Acknowledgement	☐

Village's Preferred Consultant Attributes

While cost is an important consideration, the Village of Vicksburg will place significant emphasis on selecting a consultant who demonstrates a thorough understanding of the community, a successful record of implementation-focused planning, expertise in Michigan Downtown Development Authorities and Tax Increment Financing, excellence in public engagement, and the ability to translate a shared community vision into realistic, actionable projects. The Village seeks a collaborative partner that will help shape the future of Downtown Vicksburg and deliver a plan that serves as a practical guide for public and private investment over the next ten years.

