

**Village of Vicksburg
126 N. Kalamazoo St.
Vicksburg, MI 49097**

Request for Proposal

***Downtown Development Authority Master Plan
2025-2030***

Issue Date: Dec 3, 2024

Questions Due: December 17, 2024, 4pm

Due Date: January 7th, 2025, 2pm

Questions may be directed to:

Jim Mallery, Village Manager

Village of Vicksburg

Jmallery@vicksburgmi.org

INVITATION TO BID

Project: Village of Vicksburg Downtown Development Authority Master

Plan 2025-2030

Due Date: Proposals will be received at the Village of Vicksburg, 126 North

Kalamazoo St., Vicksburg, Michigan, 49097 until **2pm, January 7th, 2025**

Introduction:

The Vicksburg Downtown Development Authority (DDA) is seeking a qualified professional firm or consultant to facilitate a community planning process that culminates in the development of a master plan for downtown Vicksburg, Michigan. The selected consultant will facilitate the public outreach efforts, develop conceptual elements based on the input received through the public and key stakeholder participation efforts, and prepare recommendation for the downtown master plan.

Process:

The acquisition of professional services for this project will be a two-part process. The first will be an evaluation of qualifications. Review of the qualifications will be conducted by a team made up of representatives from key downtown stakeholder entities and the Village. Evaluation of the required submittal materials will be the basis for selection.

Upon initial selection of the most qualified offeror(s), the selected firms will be interviewed by a team led by the Village President, DDA Chairperson, and Village Manager. Fee schedules will not be a sole determinant of whether a contract is awarded. The Village may elect to reject any and all bids for any reason whatsoever. The offeror is at risk for all cost associated with the bidding process.

About the Community:

Vicksburg is located 15 and 9 miles South of the City of Kalamazoo and City of Portage respectively. The Village is the fastest growing General Law village in the State of Michigan and currently has shy of 4000 residents.

About the Downtown Development Master Plan Initiative:

This initiative is focused on continuing the transformation of our downtown that began in 2020 with a major renovation of our downtown streetscapes and the addition of a complete makeover of Oswalt Park. Under the leadership of the Vicksburg Village Council and Downtown Development Board, there is an intense focus on creating a downtown that is a more desirable place to live, visit, work learn and relax, as well as a destination for individuals and families to visit within 60 miles and beyond.

Project Area:

The Vicksburg Downtown Development Authority (DDA) is centrally located within the Village of Vicksburg's 3.15 square miles. The DDA area is composed of the core downtown, bounded by Kalamazoo St., Richardson St., Washington St., and Prairie St. (Appendix A: DDA Boundary Map). The DDA boundaries contain 82 commercial properties and 5 vacant parcels.

The downtown core is anchored by multiple restaurants, bars, locally-owned unique retail stores, hardware store, brewpub, pharmacy, grocery store, bakery, and insurance businesses.

Downtown Vicksburg has experienced significant investment in the last 4 years. During that time over \$4,500,000 of public and private investment has occurred downtown with an additional \$3,000,000 of potential investment in the private development pipeline.

Significant recent projects include a complete makeover of streetscapes throughout the core DDA downtown district on Prairie St. and Main St. Complimenting the expanded sidewalks within the new streetscapes are over 100 permanently placed seating throughout the area, including transforming Oswalt Park with an additional 75 seats, tables, year-round gas fireplace, and Trellis Bar. All within our Social District boundaries.

There is a focus to bring more residential units within the DDA district and a recent update to the Village zoning ordinances encourages it.

Plan Elements:

Although multiple plans and studies have been undertaken in the past 15 years, the overall master plan for our downtown was last updated in 2015. Since 2020, the Village and DDA have renewed the plan each year and focused on the desired outcomes of that 5-year plan. The Village and DDA Board is interested in a downtown master plan that will focus on downtown's future with a strong emphasis on street level activation through placemaking, retail development, outdoor activities, leveraging arts and cultural assets, residential development opportunities that bring people to our downtown.

Key Aspects of Plan:

- Need for unified vision: Village, DDA Board, Business Owners

- Wayfinding

- Maximize new retail sales

- Downtown event opportunities and sponsorship

- Current and Future Parking Inventory

Scope of Proposed Work: The Village of Vicksburg is committed to the long-term success of our downtown merchants. We believe it is crucial to have a strong sense of community, a walkable and aesthetically pleasing environment, a diverse range of unique local businesses, regular community events, and a focus on customer experience and engagement, all while maintaining a cohesive brand identity for our downtown area. This report should provide a clear roadmap on how to best reach these expectations. The General Scope of Work and Project Deliverables should include:

1. Vicksburg DDA District Master Plan with these Key Components
 - a. Appropriate signage plans, including but not limited to; storefront standards, signs, and rules and/or regulations unique to the downtown corridor.
 - b. Proposed wayfinding signs.
 - c. Proposed street level activation through placemaking and retail development.
 - i. High Impact / Lower Costs Ideas
 - ii. Example: Liberty Lane West and large Parking Lot
 - d. Leveraging Arts and Culture Assets.
 - e. Recommendations for vacant or unused buildings.
 - f. Address impact of Village codes and standards on downtown revitalization and make recommendations for necessary adjustments to further revitalization.
 - i. Zoning
 - ii. Design Standards
 - iii. Historic Preservation

Meetings and Public Engagement:

The following are general expectations for the meetings and a public engagement process. The selected consultant shall also provide recommendations for this process. The final framework and process will be constant with the Village of Vicksburg Public Engagement Policy and will be finalized pending negotiations of the final contract:

1. General expectations for meetings and public engagement process are outlined below with additional recommendations provided by the selected consultant.
 - a. Initial Kick-Off meeting with Village Staff to review the project schedule, tour our downtown, schedule meetings, both internal and public meetings, and finalize plans for data compilation, process for creation of stakeholder committee, focus groups, town hall meetings, and other community engagement opportunities.
 - b. Initial presentation of process to DDA board at public meeting and Individual interviews with eight (8) members of the DDA Board.
 - c. Individual interviews with seven (7) members of the Village Council.
 - d. At minimum, two (2) public meeting for business owners and citizens that will solicit measurable input on downtown improvement.
 - e. An online component that will solicit input from businesses, at minimum two (2) separate times within the process.
 - f. Additional steps that are finalized pending negotiations of the final contract.

Project Schedule and Completion Period:

1. RFP Due Date: January 7th, 2024 (2:00 PM)
2. Notice of Award: January 14th
3. Kick-Off Meeting with Village Staff: Set for week of Jan. 21st – Jan. 24th, 2025
4. Initial Presentation to DDA Board: Feb. 11th, 2024 at 7:00PM (Public Meeting)
5. Interviews with individual council, individual board, key-stakeholders (12-15) Feb
6. In-person and online public participation meetings: March & April 2025
7. Update presentation to DDA Board April 14th, 2025 7:00 PM Public Meeting
8. Draft report due to Village Staff: May 6th, 2025
9. Final Report Presentation: DDA Board June 9th, 2025 7:00 PM Public Meeting

Selection and Rejection of Proposal(s):

The Village of Vicksburg reserves the right to accept or reject any and all proposals or parts of proposals; to waive any and all irregularities, informalities, or inconsistencies; to negotiate contract terms with the successful applicant(s); and to disregard all non-conforming, non-responsive, or conditional proposals. The Village of Vicksburg will accept the proposal(s) or parts of any proposal(s) that it determines, in its sole discretion, to be in the best interest of the Village of Vicksburg. Such acceptance of any proposal(s) or parts of any proposal(s) will be based on level of experience, qualifications, costs, and other factors. Price shall not be the sole determining factor.

Location of Applicant:

In their proposals, applicants should identify the location of its headquarters or the physical location of the owner, any use of locally produced products, what percentage of employees are local, and describe any planned efforts to employ local persons for the purposes of the completion of the work.

Withdrawal:

No proposal may be withdrawn within sixty days (60) following the opening of proposals.

Applicant Representation:

Each applicant submitting a proposal represents that he or she has read, understands, and agrees to the bidding documents, including their proposal, this request, and the attached addendum.

Bidding information on file at:

Village of Vicksburg
126 N. Kalamazoo
Vicksburg, MI 49097
Attn: Jim Mallery
www.vicksburgmi.org

INSTRUCTIONS

A. PROPOSALS AND SCOPE

1. Proposals shall provide for work in accordance with outlined specifications.
2. The Owner will receive sealed proposals for work as herein set forth until **2pm, Tuesday, January 7th, 2025**, at which time proposals will be publicly opened. *Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Village Manager.*
3. Proposals must be submitted on forms furnished with the documents and include:
 - Starting date
 - Project duration
 - Public engagement methods
4. Forms must be filled out in ink or typewritten with the signature in longhand (electronic is acceptable); the completed forms shall be without any interlineations, alterations or erasure, and shall contain no recapitulation of the work to be done.
5. Proposal amounts shall be stated in written statement and figures; the written amounts stated shall govern. Proposals submitted in any other form will not be considered.
6. One unbound paper copy with the pricing page flagged and one electronic copy of the proposal must be delivered separately in an opaque *sealed* envelope, properly addressed, identified and labeled (*including FedEx and UPS labels*) as follows:

THIS ENVELOPE CONTAINS A PROPOSAL FOR:

Village of Vicksburg

DDA MASTER PLAN 2025-2030

Submitted by: (Name of Applicant)

Mailed Address:

Village Manager

Village of Vicksburg

126 N. Kalamazoo

Vicksburg, MI

49097

PROPOSAL FORM

Owner: Village of Vicksburg
126 N. Kalamazoo
Vicksburg, MI 49097

Firm Name: _____ (herein called "Bidder")

* a corporation organized and existing laws of the State of _____

* a partnership consisting of _____

* an individual trading as _____

By: _____

Title: _____

Date: _____

Pursuant to and in compliance with all Addenda as prepared by the Owner, we the undersigned, propose to furnish all labor, materials, equipment, and all things necessary to perform all the work associated with:

Village of Vicksburg DDA Master Plan 2025-2030

The undersigned as bidder declares that he/she has familiarized himself with the proposed work and the conditions under which it must be performed.

I. PROPOSAL:

The undersigned agrees to enter into an agreement with the Owner to complete the general contract for the following project scopes:

Therefore, the undersigned agrees to enter into an agreement with the Owner to complete the general contract for the total price of:

_____ Dollars (use words)
_____ (Use numbers)

II. BUDGET FOR ALL SCOPES (or, attach line-item budget for each scope)

III. WARRANTIES:

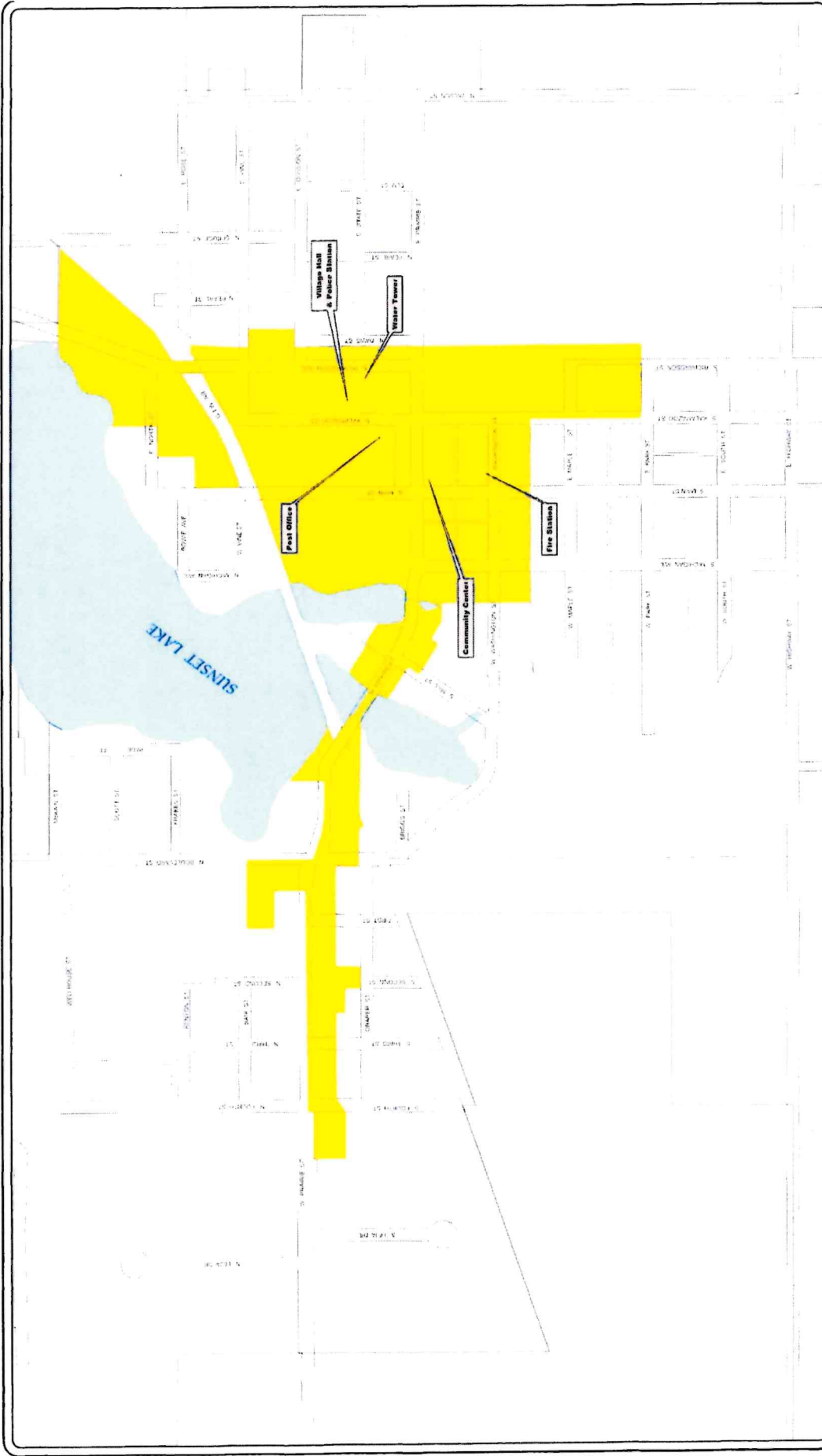
IV. PROPOSED SCHEDULE CHANGES

- V. ATTACHMENTS:
- a. Reference list
 - b. Line-item budget (if attached)
 - c. Schedule (if attached)

Signature: _____

Name: _____

Title: _____



LEGEND
 Development
 Village Limits

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Village of Vicksburg
 Kalamazoo County, Michigan

Downtown Development Authority Map

