



DOWNTOWN
GRAND RAPIDS INC.

Request for Qualifications

Downtown Improvement District
Reauthorization Consultant Services
Grand Rapids, MI

Deadline:

Downtown Grand Rapids Inc. will receive proposals until August 16, 2019

Deliver to:

Downtown Grand Rapids Inc.
Attention: Tim Kelly
tkelly@downtowngr.org
29 Pearl Street NW
Suite 1,
Grand Rapids, MI 49503

Downtown Grand Rapids Inc. (DGRI) and the Downtown Improvement District (DID) Board invites all interested parties to submit their qualifications to support the reauthorization of the DID for the continued implementation and maintenance of public improvements in Downtown Grand Rapids. The chosen consultant will work with DGRI staff and a Steering Committee to evaluate various renewal scenarios, including analysis of existing and proposed services, boundaries, costs, funding formulas, and other related elements as directed. In addition, the consultant may assist in preparing materials such as reports and slide decks for engagement efforts with Downtown stakeholders.

Background Information and Coordination with Other Initiatives

Established in 2000 pursuant to the provisions of the Principal Shopping Districts and Business Improvement Districts Act of Michigan (Act 120 of 1961), the DID is an important tool supporting the ongoing revitalization of Downtown Grand Rapids. The tool and the DID Board have been managed by DGRI since 2013 and currently provides our Downtown community critical place-management services, including:

- Daily cleaning of sidewalks
- Flower planting and beautification
- Restaurant and retail-oriented marketing and promotions
- Snowmelt operations and maintenance
- Snow removal from intersections
- Advocacy efforts
- The Downtown Ambassador Program

By state law, DID revenue is only used to enhance, not replace, the level of service that local government provides. Through the DID, all business and property owners accept a role in helping to achieve the goal of a Downtown Grand Rapids that is vibrant, clean, and beautiful. The DID transforms contributions collected from special assessments on real property into the enhanced services and benefits that the Downtown neighborhood enjoys every day. The Clean Team, snow melt operations, seasonal flower planting, marketing, advocacy, and special events are direct returns from DID payers investment in Downtown.

The Grand Rapids City Commission approved the existing DID authorization in 2015, which is set to expire on June 30, 2020. Below is a link to a report summarizing the scope of services, budgets and methodology for the existing assessments. Other relevant plans are also included to provide context for the community vision for Downtown and potential long-term maintenance/management needs.

Direct DID-Related Assets

- [Report of the Downtown Improvement District Board](#), 2015

Other Relevant Community Tools & Plans

- [River for All](#), 2018
 - Includes Asset Management Plan with Operating Models & Management Strategies
- [City of Grand Rapids Parks & Recreation Master Plan](#), 2017
- [GR Forward](#), 2015 (Downtown and River Master Plan)
- [Grand Rapids Destination Assets Study](#), 2017

Scope of Work

The principal focus of this scope of work is to gather data and information to conduct analysis of service options, funding requirements and assessment methodology that fits the DID stakeholders ambition for the next authorization period.

Work might include, but is not limited to the following:

- Review of existing and relevant plans to become familiar with the local context.
- Creation of and refinement to existing datasets to aid in the analysis of DID services and administration— including review of property and business owner databases, review and updates to public realm asset inventory, analysis of land use and property value trends, examination of built environment characteristics (i.e. building linear frontage, building sq. ft., etc), projections for long term maintenance needs.
- Review, affirm and, if necessary, make recommendations to refine services provided.
- Assess and estimate the economic impacts of various renewal scenarios.
- Determine options and provide recommendations.
- Support outreach efforts to collect feedback on existing services to ensure stakeholders are properly informed on the DID, the services it provides and the benefits Downtown stakeholders receive.

This scope of work represents the best assessment of the work required to accomplish the objectives of this project. The partners are open to alternative ideas and approaches that may deviate from this scope to better meet project objectives.

Consultant Selection

Submission to this request should be no longer than 10 pages. DGRI and partners will evaluate responses to this opportunity based on the following criteria:

- Thoroughness, quality and conciseness of the submittal.
- Project understanding and approach for achieving the stated objectives.
- Related project experience and demonstration of tangible results.
- Proven understanding of 21st century city building concerns, fundamentals and opportunities.

Project Schedule

- July 22, 2019 – RFQ Issued
- August 16, 2019 – Qualifications Due
- August 30, 2019 – Notice of Selection
- September 9, 2109 – Commence Project
- December 31, 2019 – Submit Key Deliverables