

VF Request for Proposals - 2004  
Consultants Edmore

August 24, 2004

Addressee

To whom It May Concern:

The Village of Edmore is seeking the services of consulting companies in developing a focused strategic development plan for the community.

Enclosed is an outline of the proposed project for the Village. Please review the information and prepare a proposal that covers the following information.

- **Firm history and experience in rural planning efforts.**
- **Project Participants:** Please outline the individuals from your firm who would be involved with the proposed project. Include any history of rural development work and the types and scope of the implemented projects.
- **Timeline:** Please include a detailed timeline with your proposal. While there is a certain amount of flexibility related to the timing of the project, we would like to have the efforts completed as expeditiously as possible.
- **Approach to developing the plan and involving the community in the project, including number of meetings and participants to those meetings.**
- **Fixed fee costs.**
- **Deliverables:** At the end of the planning project it is anticipated that a strategic plan and implementation framework will be delivered to the Village of Edmore. The final requested format will be a ".pdf" (Adobe Acrobat) file, and one (1) hard copy. If there are any variations from this, there must be a written request with a documented response from the Village. Please note your ability to present the completed planning documents in this format.
- The Village of Edmore retains the right to accept or reject any or all proposals.

The Village is anxious to initiate the project and to move forward with the project. Should you have any questions please contact Heath Kaplan at 989.427.5641. The deadline for submission of proposals is \_\_\_\_\_ . Please provide 10 Copies to the Village offices at 209 S. Sheldon Street, P.O. Box 170, Edmore, MI 48829-0170.

Sincerely,

Heath Kaplan  
Village Manager

## PROJECT DESCRIPTION

---

### A. Problems Identification

#### 1) History of the Project

The Village of Edmore has a rich and vibrant history. Anchored in agriculture the community has thrived community. Decreased parking availability and deterioration of downtown appearance has led to the closing of retail stores that are located in the downtown areas of Edmore. With the increased globalization of agriculture, there has been more and more pressure on local businesses leading to lay offs and downsizing.

The economic turmoil has led the Village of Edmore to reevaluate its goals and develop a plan to move into the future. The issue that the community seeks to address are how to encourage new and substantial growth within the community. The project seeks to develop an understanding of the available local resources within the community, buildings, transportation infrastructure, water and sewer etc...so that the community can build on its existing resources and hopefully develop a long term growth strategy that will create jobs and tax base.

#### 2) Objectives

The objectives of the proposed planning project are to evaluate the current economic status of the Village, understand and evaluate current Village utility infrastructure, analyze trends within the community, region, state and nation and then recommend a structured development plan that will include implementation steps and potential funding sources.

By achieving the objectives outlined above, the Village will be able to aggressively develop a growth agenda that will utilize available resources and build a base for future growth.

#### 3) Specific Project Activities and Tasks

The proposed project will be initiated by the consultant and a steering committee made up of members of the Village Council, the Edmore Planning Commission and representatives from the Chamber of Commerce. This will allow for maximum community input and shorten the lines of communication within the Village. Exact membership will be decided upon at a later date.

The first step in the process is to review the recent past economic activity within the community. This will allow for a through understanding of the factors that should be considered in the development of the implementation plan, historic development patterns, location issues etc..

The second step in the process will include an assessment of the current conditions in the Village. This will include both physical conditions and economic conditions. With broad input from the community this step in the process will be crucial. A careful review of all aspects of the community population characteristics, existing land use, housing, retail, industry, services, health care, will allow for the development of a focused development plan and an effective utilization strategy for existing resources.

The third step in the proposed project will be the evaluation of the issues that could impact community development. This step will include, downtown store vacancies, downtown themes and improvements, and county level information and proposed land use plan.

The fourth step is to look at existing parks and recreation facilities and develop a current parks and recreation plan.

The fifth step is to prepare locational criteria and future land use classifications to serve as the basis for future zoning decisions.

The sixth and final step of the proposed planning effort will be to concretely define a series of steps

that the community can take to deal with the deficits, build the assets and to create a structured development plan that will allow the Village of Edmore to move forward. This section of the plan will include options for the community, suggested implementations steps, including possible changes in zoning and potential funding sources.

The final report will document the steps outlined above, but focus on the final step, that of development options and implementation strategies.

R:\WPDOCS\Edmore\Focused Strategic Development plan letter.wpd