



EXHIBIT "A-1"

Economic Development Services, Inc.

October 24, 2023

ADDENDUM to Draft Scope of Services: Creating a downtown organization for Grand Rapids dated August 2, 2023

The purpose of this addendum is to identify the project timeline, assuming funding approval in late October 2023. The project timeline is based on a discussion with Rob Mattei and Dan Swenson with the Community Development department on October 12, 2023.

October (late)	<ul style="list-style-type: none">Funding approval
November	<ul style="list-style-type: none">Contract with Economic Development Services, Inc.Outreach to bus company to secure possible dates based on preliminary route for late April 2024Identify and recruit Advisory Committee members for kick-off meeting January 3, 2024
December	<ul style="list-style-type: none">Meeting prep for January 3, 2024
January	<ul style="list-style-type: none">Kick off meeting with Advisory Committee – ID possible model downtown organizations in regional center communities for late April tourPossible meeting with broader group of downtown stakeholdersConsultant begins research on candidate downtown organizations/communities
February (mid)	<ul style="list-style-type: none">Consultant findings on candidate organizations/communities shared via Zoom. Tour communities selected.
March	<ul style="list-style-type: none">Consultant researches peer communities, works on tour logistics with communities and bus company, and develops tour workbook and facilitation plansCity finalizes contract with bus company, hotels, and addresses other tour logisticsCorrespondence with downtown tour participants re: expectations & logistics
April (late)	<ul style="list-style-type: none">Downtown revitalization bus tour with ~ 25 participants, including facilitated sessions en route to clarify organizational goals and structure for Grand Rapids



May- July	<ul style="list-style-type: none">• Refine workplan for downtown organization for initial 2 years; meet with area non-profits re: potential partnerships• Work with Advisory Committee re: draft bylaws, membership structure and office location• Consultant prepares draft report for review by Community Development staff and Advisory Committee
June- July	<ul style="list-style-type: none">• Consultant explores willingness of funders to provide financial support needed to accomplish downtown workplan
August	<ul style="list-style-type: none">• Prepare job description that reflect qualifications and responsibilities for leadership of a downtown organization serving Grand Rapids• Prepare presentation for GREDA
August-September	<ul style="list-style-type: none">• Present final report to GREDA