



# City of Jackson

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**TO:** Mayor and Board of Aldermen

**FROM:** Matt Winters, City Administrator

**DATE:** April 3, 2025

**RE:** Retail Development RFP

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The City advertised a Request for Proposals (RFP) for professional retail development services to support the City of Jackson's economic growth initiatives. The deadline for submission was Wednesday April 2 at 5:00 pm. Only one submission was received from Retail Strategies for \$50,000 for three years. The firm is proposing the following Scope of Work – Market Analysis, Real Estate Assessment, Retail Strategy, and Business Attraction efforts. If you would like to see the full submission, I can provide you with a copy.

Staff recommends that the City contracts with Retail Strategies to provide retail development services for the next three years. Janna Clifton has also reviewed the submission and is supportive of this recommendation and also will be working closely with the firm if approved. In addition, Crystal Jones, Director of Economic Development for Perry County provided a positive recommendation for Retail Strategies as they have an existing contract with the firm.