



Request for Qualifications (RFQ) for Professional Services Economic Development Consulting

Introduction

The City of Montgomery Texas Economic Development Corporation (MEDC) invites qualified firms to submit their qualifications to provide comprehensive economic development services. The scope of work includes the development of a 5-year strategic plan, analytics, and retail recruitment services.

Project Overview

The MEDC seeks to engage a professional private firm with a proven track record in municipal strategic economic development planning and retail recruitment. The selected firm will work closely with the MEDC, city staff, local businesses, community stakeholders, and other government officials to formulate a strategic plan that aligns with our city's goals and attracts quality retail businesses to our area.

Scope of Work

1. Strategic Planning

- Conduct a thorough assessment of the current economic landscape.
- Engage with stakeholders through surveys, interviews, and public meetings to gather input.
- Analyze economic data and market trends to identify opportunities and challenges.
- Develop a comprehensive 5-year strategic plan with clear goals, objectives, and action steps.
- Provide implementation strategies and performance metrics to monitor progress.

2. Retail Recruitment

- Conduct a retail market analysis to identify potential retail opportunities.
- Develop a targeted retail recruitment strategy tailored to the community's needs.
- Identify and engage potential retailers, developers, and brokers.
- Provide marketing materials and presentations to attract retail businesses.
- Assist in facilitating negotiations and securing commitments from retail businesses.

Submission Requirements

Interested firms must submit a statement of qualifications that includes the following:

1. Cover Letter: A brief introduction to the firm, including the primary contact person's name and contact information.
2. Firm Profile: Overview of the firm, including size, structure, and location.
3. Experience and Expertise: Detailed description of relevant experience and expertise in economic development, strategic planning, and retail recruitment. Include examples of similar projects completed in the last five years.
4. Key Personnel: Resumes and roles of key personnel who will be assigned to this project.
5. Approach and Methodology: Outline of the proposed approach and methodology for completing the scope of work.

6. References: Contact information for at least three references from similar projects.

Submit the complete qualifications packet through a combined PDF to Gary Palmer, City Administrator: gpalmer@ci.montgomery.tx.us Be sure to confirm receipt.

Submission Deadline

All submissions must be received by **3pm Friday July 12, 2024**. Late submissions will not be considered.

Evaluation Criteria

Submissions will be evaluated based on the following criteria:

1. Relevant experience and expertise.
2. Quality and clarity of the proposed approach and methodology.
3. Qualifications and experience of key personnel.
4. References and past performance on similar projects.
5. Familiarity with Montgomery Texas and the MEDC's Economic Development Challenges; past experience with city staff.

General Conditions

- The MEDC reserves the right to accept or reject any or all submissions, to waive any informality, and to select the firm that best meets the needs of the MEDC.
- The selected firm will be required to enter into a contract with the MEDC, which will outline the terms and conditions of the services to be provided.

Contact Information

For any questions or additional information, please contact:

Gary Palmer
City Administrator
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or

Dave McCorquodale
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