

Regular Tomball EDC Agenda Item Data Sheet

Meeting Date: February 10, 2026

Topic:

Consideration and possible action to approve a Professional Services Agreement with Civic Solutions Partnership for professional consulting services related to the development of the 2026-2029 Tomball Economic Development Corporation Strategic Plan for an amount not to exceed \$85,200.00.

Background:

The Tomball Economic Development Corporation (TEDC) is guided by a Strategic Plan that is evaluated annually to ensure it remains responsive to changing conditions and aligned with community priorities. To ensure the organization continues to effectively align its goals with the City of Tomball's broader economic and community priorities, the organization issued RFQ No. 2025-02-TEDC for Professional Economic Development Consulting Services, seeking firms with strong experience in strategic planning for economic development organizations, municipalities, and similar entities.

The following firms submitted Statements of Qualifications (SOQ): Civic Solutions Partnership, Economic Growth Strategies, Elite Research, HdL ECONsolutions, Jaxis Advisory, LeVass Ventures, Marketing Alliance, MRB Group, TIP Strategies, and TMPA, LLC. The Business Retention & Expansion (BRE) Committee reviewed and scored the SOQ's using the criteria outlined in the RFQ and conducted a comparative assessment of each firm's experience in strategic planning for economic development organizations, facilitation, and community engagement knowledge. The top four ranked firms were invited to interview with the BRE Committee.

Through this competitive process, Civic Solutions Partnership emerged as the top-ranked firm. Their proposal demonstrated extensive strategic planning experience with facilitation, community engagement, and knowledge of Type-B Texas Economic Development Corporations and Comprehensive Plans.

Scope of Services Summary

Project Team

Tomball's strategic plan will be led by Steven Pedigo and Laura Huffman who have deep experience in economic development strategy, workforce alignment, and implementation. Their approach emphasizes direct involvement by firm leadership, supported by targeted analytical and design expertise. The team is structured to provide continuity, judgment, and responsiveness throughout the project.

Phase 1: Launching Tomball's Strategic Planning Process (February – March 2026)

- Project Kick-off and Alignment Session
- Work Plan, Engagement Calendar, and Steering Committee
- Review of Plans, Data, and Market Context
- In-Market Visit, Economic Field Tour, Steering Committee Workshop #1

Phase 2: Mapping Tomball's Economy and Market Position (March 2026)

- Peer Benchmarking Assessment
- Business Retention & Expansion (BRE) and Incentive Program Review
- Land Use, Old Town Redevelopment, and Product Readiness Review
- Steering Committee Briefing #2

Phase 3: Listening to Tomball (April 2026)

- Stakeholder Interview Series – 10-12 Structured Interviews
- Business & Stakeholder Roundtables – 6-8 Roundtables
- Engagement Summary Synthesis

Phase 4: Building the Strategy and Activating the Plan (May – June 2026)

- Strategic Framework Development
- Leadership Retreat
- Implementation Roadmap, KPIs, and Year One Work Plan
- Final Strategic Plan

Origination: Kelly Violette, Executive Director, Tomball Economic Development Corporation

Recommendation: Based on the RFQ results and the BRE Committee's evaluation, staff recommends approval of the Professional Services Agreement with Civic Solutions Partnership.

Party(ies) responsible for placing this item on agenda: Kelly Violette

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: _____ If yes, specify Account Number: #Professional Services _____

If no, funds will be transferred from account # _____ To account # _____

Signed _____
Staff Member-TEDC _____ Date _____

Approved by _____
Executive Director-TEDC _____ Date _____