



**REQUEST FOR QUALIFICATIONS:
RFQ NO. 2025-02-TEDC**

Professional Economic Development Consulting Services
Three-Year Strategic Plan (2026–2029)

DEADLINE: 12:00 p.m. on December 30, 2025

Submission due by December 30, 2025

REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL ECONOMIC DEVELOPMENT CONSULTING SERVICES

1. Introduction

The Tomball Economic Development Corporation (TEDC) is soliciting Statements of Qualifications from qualified professional economic development consultants or teams to assist in the preparation of a Three-Year Strategic Plan (2026–2029). The plan will guide the TEDC's economic development initiatives in alignment with the City of Tomball's recently updated Comprehensive Plan, integrating its goals and objectives with the TEDC's mission, ongoing programs, and performance measures.

I. Background

The City of Tomball, located in northwest Harris County, Texas, has experienced sustained growth and diversification in recent years. Following the City's recent Comprehensive Plan update, the TEDC seeks to establish a new three-year strategic plan to complement and implement the broader vision for Tomball's future.

The TEDC's current 2024–2025 Strategic Plan emphasizes five primary goals:

1. Business Retention and Expansion (BRE)
2. Attraction and Recruitment
3. Development and Redevelopment of Old Town
4. Education and Workforce Development
5. Operations

The new plan will build upon these existing goals, assess accomplishments and remaining opportunities, and establish updated objectives and performance metrics for the next three years.

II. Project Objectives

The Three-Year Strategic Plan should:

- Align TEDC priorities with the City of Tomball Comprehensive Plan.
- Reaffirm and refine the TEDC's mission, vision, and core strategies.
- Identify emerging economic trends, opportunities, challenges and threats.

- Evaluate the effectiveness of existing programs and incentives.
- Establish measurable goals, timelines, and implementation actions, including a Year 1 Action Plan.
- Provide recommendations for public-private partnerships, infrastructure investment, and policy enhancements.

III. Scope of Services

The consultant's services are expected to include, but are not limited to:

1. Project Initiation and Stakeholder Engagement
 - Conduct a kick-off meeting with TEDC staff and board members.
 - Facilitate stakeholder interviews and focus groups.
 - Develop a public engagement plan and schedule.
2. Assessment and Analysis
 - Review the City's Comprehensive Plan and existing TEDC plans.
 - Analyze demographic, workforce, and industry data.
 - Identify Tomball's strengths, weaknesses, opportunities, and challenges.
3. Strategic Framework Development & Board Retreat
 - Facilitate a 2-day Council, Board and staff retreat.
 - Formulate key strategic goals and objectives.
 - Recommend actionable strategies and funding tools.
 - Integrate measurable performance indicators.
4. Implementation Plan
 - Develop a Year 1 Action Plan in addition to the full Implementation Plan
 - Define timelines, responsible parties, and resource requirements.
 - Provide guidance on tracking progress and evaluating outcomes.
5. Final Deliverables
 - Draft and final Strategic Plan (digital and print-ready).
 - Final presentation for TEDC Board and City Council.

IV. Right of Rejection

TEDC reserves the right to reject any and all Statements of Qualifications (SOQ) received in response to this request. TEDC is not obligated to award a contract solely based on this request or to otherwise pay for information solicited.

V. Schedule and Submittal Deadline

The SOQ Package must be submitted to the TEDC by **12:00 p.m. on December 30, 2025.** The contract is anticipated to be awarded on or before **February 10, 2026.**

VI. Texas Public Information Act

All data and information submitted in response to this RFQ may become public information, as provided by the Texas Public Information Act, Texas Government Code Sections 552.001 - 552.026.

VII. Cost of Preparing Statement of Qualifications

Costs for preparing the SOQ Package and any subsequent materials or presentations shall be the sole responsibility of the prospective firm.

2. INSTRUCTIONS AND PROCEDURES

I. SOQ Package Preparation

Submissions should include the following information (maximum 15 pages):

- Cover Letter
- Firm Experience
- Project Team
- Project Approach and Timeline – Must include earliest available start date
- References
- Work Samples

II. Evaluation Criteria

<u>Criteria</u>	<u>Points</u>
1. Experience in economic development strategy and implementation	25
2. Knowledge of workforce, business retention, and recruitment best practices	20
3. Strength and experience of project team	20
4. Approach to stakeholder engagement and plan development	15
5. Ability to meet timeline and budget	10
6. Quality of previous work and presentation materials	10

III. Submitting the SOQ Package

Interested firms shall submit the SOQ package electronically via email in a pdf format to Kelly Violette, Executive Director, at kviolette@tomballtxedc.org. The SOQ package should be limited to 15 pages.

The submission deadline for SOQs is no later than 12:00PM, CDT, December 30, 2025.

1. Inquiries

If any firms have questions or need additional information to clarify the intent of this RFQ, submit questions or requests via email to kviolette@tomballtxedc.org before **December 19, 2025**. TEDC will collect these questions and respond to all the RFQ Package holders prior to evaluation.

2. Evaluation Process

All submittals will be reviewed by a committee, which will evaluate the qualifications and make a final recommendation to the TEDC Board of Directors. The Committee will conduct a comprehensive evaluation of all Statements of Qualifications (SOQs) based on the criteria outlined in Section 2.2. The evaluation may include consultation with additional individuals, reference checks, and requests for further clarification from respondents. The top-ranked firms will be invited to participate in interviews with the committee to aid in the final recommendation.

3. Interviews

TEDC reserves the right to interview each firm that submits a SOQ before the deadline. If interviews are conducted, TEDC will develop a list of questions to be answered by each firm interviewed and provide additional instructions to be followed.