

**RFQ #26-03 CITY OF SMITHVILLE STRATEGIC PLAN UPDATE****THE CITY OF SMITHVILLE REQUESTS FOR QUALIFICATIONS FOR THE FOLLOWING PROFESSIONAL SERVICE:**

Sealed Proposals for Qualifications for facilitation of a citizen-based strategic planning and visioning process update will be received by the City of Smithville, Missouri, at City Hall, 107 W. Main Street, Smithville, MO 64089, until 1:00 P.M. February 4, 2026. The Project consists of the following:

The City of Smithville is seeking a consultant who can lead the community through a process to update the City's Strategic Plan. Success in this process will be achieved by a consultant who can best deliver a product that is a reflection of the Smithville community and not preconceived notions of what a consultant or a community has done elsewhere. Key outcomes of this process should include:

- Consensus on a community-wide vision that is inspiring, forward thinking and reflective of the desired future of the Smithville community.
  - The process should include the views of community members and city staff from a diverse set of interests, backgrounds, viewpoints.
  - Participation in the process should cultivate new participants in the civic process in Smithville.
- An re-evaluation of community strengths and opportunities and areas of need.
- Development of a strategic plan that outlines the steps to be taken, by whom, on what timeline and at what cost.
- Inclusion of staff participation.
- Community-wide ownership of both the vision and the action plan.

**SCOPE OF SERVICES**

Below is a probable scope of items to be delivered. These items are presented in order to give prospective consultant teams an idea of the nature of the work. The City of Smithville is interested in receiving and hearing creative ideas from teams as part of their proposals.

**Task 1. Data Gathering**

Compile existing data through community engagement in person and virtually including surveys, town halls, focus groups, workshops with members of the public and all levels of city staff. Review of current goals of the Board of Aldermen, survey data, citywide plans, public meeting records, MARC and Census demographics, etc. to provide a basic understanding of the community would be included.

**Task 2. Vision and Strategic Action Plan**

Assistance in reviewing and evaluating the current Community Vision and Strategic Plan With assistance from staff as necessary, conduct the workshops, planning sessions, surveys, and conversations necessary to scan the community and work to re-evaluate the current vision and goals for Smithville for the future.

**Task 3. Strategic Goals & Objectives**

Assistance in developing strategic goals and objectives. Deliverables to include: strategic goals that are broad, long-term aspirations that guide the City's direction and objectives that are

Specific, Measurable, Achievable, Relevant and Time-Bound (SMART) – these shall include both short and long-term objectives for each strategic goal.

#### Task 4. Action Plan

Assistance in developing a detailed roadmap for the city to achieve our goals, with attention paid to necessary resource allocation and stakeholder participation. Consultant should develop an action plan that includes community engagement that outlines specific steps, timelines, and resources needed to achieve the objectives. Assist staff with development of performance tracking using key performance indicators (KPIs).

#### Task 5. Project Management

The consultant will serve as the primary point of contact, working closely with staff and the Governing Body to develop a comprehensive plan, schedule, and budget for the process. The consultant should also recommend an effective method for progress reporting. Key deliverables will include:

- A Strategic Plan Document with draft reviews
- At a minimum, provide a summary of the process taken, a vision statement report and development of a public communication and marketing plan.
- A communication plan to keep the Governing Body, community, and staff informed throughout the process
- Recommendations for routine reporting, including suggested frequency and format
- Presentations to the Board of Aldermen as requested by the City

#### INSTRUCTIONS TO BIDDERS

1. RFQs must be addressed to the Gina Pate, 107 W. Main Street, Smithville, Missouri 64089, and be received before 1:00 P.M. on the date of closing.
2. Responses and anything pertaining to the RFQ should be in a sealed envelope. It is preferred that the PROPOSAL RESPONSE FORM in this RFQ be used. All RFQs must be sealed and marked on the outer envelope by RFQ number and date of closing. The only information we will read at the closing will be the vendors, contractors, or proposers who responded. The closing is at 1:00 P.M. on the 4<sup>th</sup> day of February 2026, at City Hall.
3. Disabled persons wishing to participate in the RFQ closing and who require a reasonable accommodation may call the City at (816) 532-3897. A forty-eight-hour notice is required.
4. Any questions regarding this RFQ should be directed to Gina Pate, Assistant City Administrator, 107 W. Main Street, Smithville, Missouri 64089; (816) 532-3897.

THE CITY OF SMITHVILLE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.



Rick Welch  
Finance Director

Issued: the 14<sup>th</sup> day of January, 2026

**CITY OF SMITHVILLE REQUEST FOR WRITTEN QUOTATIONS  
GENERAL INSTRUCTIONS AND CONDITIONS**

1. Written quotations, subject to the conditions listed below and any special conditions set forth in the attached specific Proposal, will be received by the City of Smithville, 107 W. Main Street, Smithville, Missouri 64089, until the closing.
2. The City reserves the right to accept or reject any and all proposals and/or alternatives and to waive technicalities, and to accept the offer that the City considers to be the most advantageous.
3. Vendors, contractors or proposers should use the forms provided for the purpose of submitting quotes and if applicable should give the unit price, extend totals, and sign the quote as required in each specific instance.
4. If applicable identify the item you will furnish by brand or manufacturer's name and catalog numbers, as applicable. Also furnish all specifications and descriptive literature.
6. The City of Smithville is exempt from payment of Missouri Sales and Use Tax in accordance with Section 144.010 et seq. R.S.MO 1969 and is exempt from payment of Federal Excise Taxes in accordance with Title 26 United States Code, Annotated.
7. The delivery date(s) or dates when work will start shall be stated in definite terms, as they will be taken into consideration when making the award.
8. The City reserves the right to cancel all or any part of any order(s) if delivery and/or service is not made or work is not started as guaranteed.
9. Any questions regarding this request may be addressed to Gina Pate, Assistant City Administrator, 107 W. Main Street, Smithville, Missouri 64089, (816) 532-3897.

## RFQ #26-03 CITY OF SMITHVILLE STRATEGIC PLAN UPDATE

### ARTICLE I GENERAL INFORMATION

1. The Board of Aldermen of the City of Smithville, Missouri ("City") invites you to submit a written Statement of Qualifications to provide consulting services to develop a citizen based strategic plan and vision for the City of Smithville.

#### Task 1. Data Gathering

Compile existing data through community engagement in person and virtually including surveys, town halls, focus groups, workshops with members of the public and all levels of city staff. Review of current goals of the Board of Aldermen, survey data, citywide plans, public meeting records, MARC and Census demographics, etc. to provide a basic understanding of the community would be included.

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2. The term "RFQ" means this Request for Qualifications; the term "Contractor", "Offeror", "Vendor", "Bidder", "Consultant" or "Proposer" refers to one who submits a proposal in response to the RFQ; and the term "Proposal" means the proposal of the Contractor, Offeror, Vendor, Bidder, or Proposer.
3. By submitting a Proposal, the Vendor agrees, to negotiate in good faith for such reasonable fees as is required to complete the project and if its proposal is accepted, to perform the

Service described in this RFQ in accordance with the terms and conditions contained herein, at the prices set forth in its Proposal.

4. Note: The Vendor is presumed to accept the RFQ requirements. The Vendor must raise any questions regarding the RFQ requirements no later than three (3) days prior to the Closing Date. In addition, the Vendor must list and outline, in their Proposal, any exceptions to the RFQ requirements and Contract requirements. The timeliness, nature and number of the exceptions taken by the Vendor are among the factors that the City will consider in selecting the successful Vendor.

All provisions, instructions and conditions set forth in this RFQ apply jointly and severally to each alternative whether Vendor submits a bid for both or only one of the Alternatives set forth above.

5. Additional information and/or questions relating to this RFQ can be obtained by contacting Gina Pate, Assistant City Administrator, 107 W. Main Street, Smithville, Missouri 64089; (816) 532-3897.

## **ARTICLE II PROPOSAL INSTRUCTIONS**

### RFQ PROPOSALS - CONTENTS AND SUBMISSION

Proposals in response to this RFQ should include the following information:

1. Name, address, and telephone number of Proposer(s).
2. In a separate, sealed envelope, the hourly rate(s) of each member or employee anticipated to provide services in accordance with the RFQ, as well as an anticipated scope of work for each task to provide the City the ability to adjust the scope of work to meet the anticipated budgeted amounts. The actual budget for this project and the overall scope of any contract is subject to Board of Aldermen approval. Specify the required information for the base bid and each alternate for which a bid is being submitted.
3. A completed Proposal Form attached to this Request for Qualifications (preferred, not required). Three (3) copies of the proposal must be addressed to Gina Pate, Assistant City Administrator, 107 W. Main Street, Smithville, Missouri 64089 and be received before 1:00 P.M. local time on February 4<sup>th</sup>, 2026.
4. Proposed date for commencement of project and project calendar.

### **SUBMITTAL:**

Proposal submittals should include, at minimum, responses to the following:

- Qualifications of principal individuals performing the work.
- Summary of similar projects where the team has performed the work. This should include reference contact information.
- A description of the approach of the team, demonstrating a clear understanding of the preliminary scope of work and the proposed outcomes.
- Identification of the services provided by the consultant and the types of services expected by city staff or the community required to complete the project.
- Any additional scope items not addressed or required by this request, but deemed important by the consulting team.
- Proposed schedule.

The City is not responsible for any costs incurred in preparing or submitting a response to this RFQ.

Submittals that do not meet the requirements outlined in the RFQ may be deemed non-responsive by the City; and, the City reserves the right to waive any and all requirements in this RFQ.

Any questions regarding this RFQ should be directed to Gina Pate, Assistant City Administrator, either by phone at (816) 532-3897 or email at [gigate@smithvillemo.org](mailto:gigate@smithvillemo.org).

### **EVALUATION:**

The successful consultant will be the responsible offeror whose SOQ is determined to be the most advantageous considering the evaluation factors included in this RFQ. The successful consultant may be selected by the City at its sole discretion based exclusively on review of the submitted SOQ. At the City's sole discretion, a shortlist of two or more consultants may be requested to

develop detailed proposals and/or interview prior to selection, augmenting the information provided in the SOQ.

After determining the most qualified respondent, the City will attempt to negotiate a contract. If the City is unable to negotiate a contract with the selected firm(s), the City will, in writing, end negotiations with that firm and proceed to the next firm in the order of the selection ranking until a contract is reached or all firms are rejected.

All SOQs will be evaluated in terms of the following criteria.

- Proposer qualifications, experience, and demonstrated ability (30 points).
- References from previous clients (30 points).
- Thoroughness and quality of proposal, including description of approach, process and proposed outcomes (30 points).
- Cost reasonableness and appropriateness as compared to other proposals (10 points).

#### ADDENDA

All changes, additions, and/or clarifications in connection with this RFQ will be issued by the City Finance Director in the form of a written addendum. Signed acknowledgement of receipt of each addendum must be submitted with the Proposal to this RFQ. Verbal responses and/or representations shall not be binding.

#### AWARD OF THE CONTRACT

After the RFQs have been opened and duly considered, the lowest and/or best proposal to the RFQ shall be submitted to the City Board of Aldermen for formal approval. After approval by the City Board of Aldermen, the City Clerk will notify, in writing, the successful Proposer. An approved Resolution by the City Board of Aldermen shall constitute the City's official award of the RFQ. A written contract noting the terms and conditions of this RFQ will be executed before "Notice to Proceed" is given. Vendors with standardized contracts should submit them with the Proposal.

#### HOLD HARMLESS CLAUSE

The Vendor awarded the contract from this RFQ agrees to save and hold harmless the City and its agents, servants, and employees of, and from, any and all liabilities, expenses, causes of action, damages and attorney's fees resulting, or to result, from any of the Vendor's businesses or operations resulting from any act or omission of the Vendor's agents, servants or employees.

#### OFFICIALS NOT TO BENEFIT

No regular employee or elected or appointed member of the City government or their immediate family shall benefit from or be a part of and/or share any or part of this contract, or to any benefit that may arise there from without notifying the City in the Response to the RFQ that a regular employee or elected or appointed member of the City government or their immediate family may benefit under the contract. No such identified regular employee or elected or appointed member of the City government shall participate in any decision, approval, disapproval, recommendation, or preparation of any part of a contract awarded pursuant to this RFQ.

#### GRATUITIES ILLEGAL TO ANY EMPLOYEE AND FORMER EMPLOYEES

It is unlawful for any person or business to offer, give or agree to give, to any employee of the City, or former employee of the City, to solicit, demand, accept or agree to accept from another person or business, a gratuity, offer of employment or anything of pecuniary value in connection

with any decision, approval, disapproval, recommendation, or preparation of any part of a contract requirement or a purchase request, influencing the content of any specification or procurement standard, rendering the advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract, or to any RFQ thereof.

#### CO-PARTNERSHIP DISCLAIMER

It is mutually understood that nothing in this Request for Qualifications or subsequent contractual agreements is intended, or shall be construed, as in any way creating or establishing the relationship or co-partners between the parties; or as constituting the contractor as an agent or representative of the City for any purpose, or in any manner whatsoever.

#### NON-DISCRIMINATION IN EMPLOYMENT

Contract for Service under this RFQ obligates the Proposer not to discriminate in employment practices. Successful Proposer must be prepared to comply in all respects with all provisions regarding non-discrimination.

#### KICKBACKS ILLEGAL IN SUBCONTRACTING

It is unlawful for any payment, gratuity or benefit to be made by, on behalf of, or solicited from, a subcontractor under a contract to the prime contractor, or higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontract to a contract of the City. Upon showing that a subcontractor made a kickback to a prime contractor, or a higher tier subcontractor in connection with the award of a subcontract or order there under, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract, or order, and ultimately borne by the City, and will be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

## **ARTICLE III GENERAL TERMS AND CONDITIONS**

### **OVERALL REQUIREMENTS**

Contract shall be governed by the laws of the State of Missouri. In the event of any litigation arising hereunder, venue shall be properly laid only in the State Circuit Court for Clay County, Missouri

The City shall not be obligated for any amounts in excess of the contract and/or RFQ response (bid) unless approved in advance by the City in writing.

The Contract is binding upon the parties, their partners, heirs, successors, assigns and legal representatives.

The Contractor and its subcontractors are independent contractors and are not the employees or agents of the City. Neither the Contractor nor any of its subcontractors shall represent to any person, firm, or corporation that it is an employee or agent of the City and neither shall have the right, authority or power to make or assume any obligation of any kind on behalf of the City or to bind the City in any manner.

The Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this Contract, or any resultant agreement or its rights, title, or interest therein, or its power to execute such agreement, to any other person, company, or corporation, without the previous written approval of the City.

If provided, the Contractor shall return all keys, code cards, unused supplies, other project-related materials, and any other City property to the City upon completion of the contract.

Any contract let in response to this RFQ shall be deemed to incorporate all applicable Missouri Laws and regulations, including but not limited to those set forth in the Laws Section of this RFQ.

### **CONFIDENTIALITY**

All reports, documents and material developed or acquired by the contractor, as a direct requirement specified in the contract, shall become the property of the City. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the City.

(It is preferred that the Bid Response use this Form, however, the City reserves the right to accept Bids which provide the necessary information without using this form)

**RFQ #26-03 CITY OF SMITHVILLE STRATEGIC PLAN UPDATE**

**PROPOSAL RESPONSE FORM**

I, \_\_\_\_\_, hereby representing  
(Agent Submitting RFQ)

\_\_\_\_\_, have read and reviewed the attached specifications.  
(Firm or Company)

I state the hereby offer meets or exceeds all requirements. All other required information must be attached.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Person (Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tax ID No.

\_\_\_\_\_  
E-Mail Address