

REQUEST FOR PROPOSALS (RFP)

Consulting Services to Conduct a Strategic Plan for the City of Trenton, Missouri

This document is posted on the City of Trenton website at www.trentonmo.com

Proposals shall be submitted to:

**City of Trenton
Anita Ewing, City Clerk
1100 Main Street
Trenton, Missouri 64683**

Proposals must be titled "Trenton RFP – Strategic Planning 2026"

PROJECT OVERVIEW

The City of Trenton, Missouri (pop. 5,609 in the 2020 US Census) is seeking proposals from qualified consulting firms to work with the City Administrator, City Council, city staff, and residents to create a City Strategic Plan. The Strategic Plan will give staff direction for developing the FY2027-28 Budget and subsequent budgets and other policy decisions. The consultant will work with staff on necessary preparation and then conduct a one-day, on-site event, likely on a Saturday, to develop a Strategic Plan. This Plan will serve as a key policy document in the development of the FY2027-28 Budget and for the subsequent four or five years. The document may also be used to advise the City Council on other key policy decisions.

Project Area and Timeframe

The scope of the project is for the consultant to develop background with survey and/or other data before at least one onsite strategic planning workshop with City Leadership. The City Administrator and Mayor will coordinate before the on-site with the consultant to review the ground rules, expectations and logistics, and to coordinate and preparation before the event. The consultant will be available for at least one onsite or remote review session within a month after the workshop. The RFP timeline is as follows:

Request for Proposals (RFP) Release:	July 10, 2026
Proposal Due:	August 12, 2026, at 2:00 p.m. CST
Contract Award:	August 24, 2026 (target date)
Onsite	Fall, 2026
Draft Report to Council	January 11, 2027 (estimate)

SUBMITTAL PROCESS

Proposals must be delivered by Wednesday, August 12, 2026, at 2:00 p.m. at the office of Anita Ewing, City Clerk, 1100 Main Street, Trenton, Missouri 64683. Proposals must be titled "Trenton RFP – Strategic Planning 2026". Proposals must be submitted with one physical copy and one electronic copy on a USB flash drive (aka thumb drive) that will become the property of the City of Trenton.

BACKGROUND

Trenton is a Third-Class City located about 94 miles northwest of Downtown Kansas City Missouri and 114 miles due south of Des Moines, Iowa. It is the geographic, economic, and governmental center of Grundy County, Missouri and is the county's largest city and county seat. Trenton covers a total area of 6.73 square miles, of which 0.29 square miles are water. Trenton is not served by any divided, limited access highway, but it straddles US-65 which intersects with US-36 to the south (29.3 miles) and Trenton is 35 miles northwest of I-35. Trenton is 90 minutes from Kansas City International Airport with favorable traffic. The City has a solid and expanding industrial base and has an active agricultural commercial sector.

In addition to providing guidance on choosing future priorities and a strategic approach to accomplishing those goals, part of the challenge and opportunity will be working with an organization that does not have an existing strategic plan. The importance of the Council acting as one body (not of one mind but identifying shared goals and purposes) is vital to the successful implementation of this strategic plan.

PROJECT GOALS

- Review current 5-year CIP.
- Accept public input to incorporate into the process toward projects and to community values.
- Establish the key values to use to help determine which goals are our priorities.

- Develop the working model of a mission statement based on the values.
- Develop an outline of a five-year Strategic Plan with key strategic and measurable outcomes that are aligned with the mission statement.
- Present a clear message and unified concept on how to achieve the established Plan.

SCOPE OF WORK

The strategic planning process shall include the following items:

1. Existing Conditions and General Information

- Provide a description and analysis of existing conditions as you see them. This will include preparation with staff before the event.
- OPTIONAL – Preparatory meeting with the City Council to fully explain the Strategic Plan process. This can be conducted remotely.

2. Public Engagement

- Incorporate the interests of City residents in a way that engages them in the process. The techniques suggested in this section will be critical to evaluation

3. Plan Elements

Address the following plan elements:

- Past – Progress on current projects (with assistance from staff).
- Council role in Vision, Mission and Strategic Goals.
- Final Plan elements
- Conduct follow-up on plan implementation within the first year

4. Community Education

- Provide a report useful to residents, businesses, and policy makers on the meaning and proper use of the Strategic Plan.

ANTICIPATED DELIVERABLES

- Public Participation Strategy.
- Presentation materials for all public staff and City Council for the action on-site meeting
- Meeting facilitation and recording key Plan data.
- Draft Plan with vision and outline of the mission on the day of the meeting
- Final Strategic Plan after edits by staff with input from the Council
- One follow-up meeting/action

The consultant shall provide twelve (12) paper copies and one (1) electronic copy (PDF) of the plan.

PROJECT OBJECTIVES

The process will need to incorporate public input in a meaningful way, to guide direction from the general public, staff, elected officials, and department heads. The best plan will incorporate the key concepts and projects that they think are important. The end product should be a document to which the Council and the staff can refer to as we consider projects and policy directives in the future. It should also guide us in deciding what is **not** a priority.

To develop a document in which the Council will have ownership, it is desirable to develop a set of shared values, a vision (in a draft vision statement form), and a mission (in a draft mission statement form). These items will likely take up half the day. The final half of the day will be reviewing major areas of government and past plans to develop key strategic goals. ‘

The consultant may need to spend some time explaining what a Strategic Plan is meant to accomplish and what is beyond the scope of this endeavor. This document should not get too deep into the details of individual projects, although they certainly may be discussed. The consultant should recommend the level of participation by the staff in the process at the department head or City Administrator level.

The City Council will begin to assemble the Fiscal Year 2027-28 Budget around January 1, so we hope to use these results in that process.

PROPOSAL REQUIREMENTS

The following items are required as part of the submittal package:

1. **Statement of Interest and Introduction** – Include a statement explaining why the firm wants to work in Trenton, MO. This section must also include the name of the firm's leader/CEO/Owner, the contact information for a project leader including phone number, email address, mailing address, and address or method for payment (not account numbers).
2. **Team Expertise** – A list of the consulting team members, general qualifications, and what roles they will play. Including a description of the firm's experience in comprehensive plans for mature suburban communities. Any special qualifications such as Disadvantaged Business Enterprise status, or certifications are optional but should be listed. DBEs are encouraged to apply.
3. **Schedule and Scope of Work** – Overview of timeline and important project milestones to ensure project delivery on time.
4. **Project Costs** – An outline of your professional fees for completing the work as described. Provide an estimate of projected hours and costs for each task. Include hourly rates for each member of the team.
5. **References** – A list of at least three organizations for whom you have performed similar services. Municipal government references are preferred. Please provide references to recent comprehensive plans firm was responsible for and links to electronic copies.

EVALUATION CRITERIA

Mandatory elements found in Requirements item #1 must be included and the information must be received by the deadline to be evaluated.

1. **Scope of work and process description 40%**
2. **Team Expertise 25%**
3. **References 25%**
4. **Cost 10%**

Questions

General questions may be sent via email to Matt Harline at mharline@trentonmo.com. A pre-submission meeting is encouraged but not required.