

REQUEST FOR PROPOSAL (RFP) – COMPREHENSIVE PLAN UPDATE

The City of Cottleville is requesting proposals from professional individuals/firms to review, prepare, and facilitate an update to the City's Comprehensive Plan and corresponding Zoning/Land Use maps. For more information and to obtain a RFP packet with submittal details please visit the City website at: www.cityofcottleville.com or contact the City Administrator at (636) 498-6565 ext. 204 or michael.padella@cityofcottleville.com. **Note:** All interested individuals or firms are requested to notify the City Administrator of their interest to submit in advance of the submittal deadline. City Hall is located at 5490 Fifth Street, Cottleville, MO 63304. The deadline to submit a sealed proposal is Monday, June 30, 2025, at 2:00 PM.

REQUEST FOR PROPOSALS (RFP) COMPREHENSIVE PLAN UPDATE

City of Cottleville, Missouri



**SEALED
SUBMISSIONS DUE
BY 2:00 PM CST
Monday, June 30, 2025**

City of Cottleville, Missouri
Michael Padella, City Administrator
5490 Fifth Street
Cottleville, MO 63304
(636) 498-6565
michael.padella@cityofcottleville.com

General Introduction & Background

The City of Cottleville, Missouri is in the heart of St. Charles County along portions of Missouri Route 364, Hwy N, and Mid Rivers Mall Dr. Cottleville is approximately 4.75 square miles in size and is approximately a forty-minute drive to Downtown St. Louis. Cottleville is home to approximately 6,500 residents and 2,200 households.

Cottleville has a diverse commercial and residential composition and boasts a revitalized and vibrant downtown known as Old Town. The Old Town District features a variety of businesses including boutiques, crafts, dining, and entertainment venues such as Frankie Martin’s Garden, Public School House, Blooming Daisy, The Cottleville Craft Cottage, Pink Willow, Mannino’s Market, and many more. One of the largest new subdivisions still underway is called Cottleville Trails featuring 75 acres of private lakes, miles of trails, along with other neighborhood amenities consisting of approximately 550 residential units.

The City of Cottleville operates its own Police Department and is served by the Cottleville Fire Protection District, St. Charles Ambulance District, and has the following utility providers: Ameren, Cuivre River Electric Coop., Missouri American Water Co., City of St. Peters Water, Public Water District #2, Duckett Creek Sanitary Sewer District, and Spire Gas. Cottleville is part of the Francis Howell School District. It is also home to the largest Catholic Parish in the state of Missouri, St. Joseph Parish and School; it is also home to St. Charles Community College’s Main Campus, which has a total enrollment of over 12,000 students.

The City has over 210 acres of city owned and operated parks and nature preserves including these city parks: Legacy Park, Scott A. Lewis Park, and Hansen Park. The community is also home to a robust and interconnected multipurpose trail system that facilitates both recreational activities along with golf cart friendly connectivity. The Dardenne Greenway traverses Cottleville and a future phase of the “Dardenne Blueway” is also envisioned to extend through the community which will feature kayaking opportunities.

Anticipated RFP Timeline

RFP Published	June 9, 2025
Deadline to Submit Questions and Comments	2:00 PM CST on June 20, 2025
Sealed Proposal Due Date and Time	2:00 PM CST on June 30, 2025
Review of Proposals Received	July 18, 2025
Interviews with Finalist Firms	July 25, 2025
Board of Aldermen Award Project	August 20, 2025

Note: except for the RFP Published date, all dates are subject to change.

Project Description

The City of Cottleville is seeking proposals from qualified individuals or firms to update the City's Comprehensive Plan and associated zoning/land use map(s).

The current Comprehensive Plan was adopted in 2001 and the new, updated plan will provide vision, goals, objectives, and policy suggestions to guide the City's elected and appointed officials, staff, property owners, developers, and residents on the appropriate growth, development, and redevelopment for Cottleville. Special attention should be given to new residential and commercial development opportunities.

The current zoning map has been periodically updated to reflect approved changes to zoning and was last updated at the beginning of 2024.

Community Input and Involvement

The City of Cottleville places a premium on the input and involvement of its residents in the development and redevelopment of institutional/public, commercial, residential, and industrial areas. The City expects citizens, business owners, developers, landowners, elected officials, appointed officials, and other various stakeholders to have an opportunity to participate in the comprehensive planning process.

The selected individual or firm will be responsible for organizing and leading or co-leading public meetings with City staff. The selected individual or firm will also be expected to assist City staff with developing and implementing community engagement tools that foster public outreach and citizen participation, which should include a variety of mediums, such as surveys/questionnaires, focus group interviews, planning charrette, and open house meetings.

Instructions for Submitting Questions or Requests for Clarification

Questions or requests for clarification, either about this solicitation or the scope of the project, must be submitted via email to Michael Padella, City Administrator, at michael.padella@cityofcottleville.com by 2:00 pm CST on June 20, 2020. Questions submitted after the deadline, or submitted to other email addresses, may not be addressed or answered.

Answers to the questions will be provided via addendum and will be posted to the City's website at the following webpage: www.cityofcottleville.com. The City will try to send the addendum to all email addresses it has on-file for firms who have expressed interest, but each interested party is responsible for ensuring they have received all addenda.

Proposal Submittal Information and Instructions

Proposers are encouraged and reminded to allow time for delivery if submitting proposals via USPS, FedEx, UPS, or any other courier or mail delivery service. No proposals received after the due date will be considered. No proposals submitted by email will be considered.

All proposals and materials submitted with proposals become the property of the City. The City is subject to the Missouri Sunshine Law (RSMo. Chapter 610). Proposal contents, with select exceptions, become public records open to inspection by interested parties after a contract is executed or all proposals are rejected.

Proposals should be thorough and complete but must be no longer than ten pages front and back (five total letter-sized 8.5" x 11" sheets of paper). Two hard copies of the proposal, each with original signatures, individual/firm contact information, and one PDF copy (provided on a flash drive) must be submitted by 2:00 pm CST on June 30, 2025, to Michael Padella, City Administrator, at 5490 Fifth Street, Cottleville, MO 63304. The envelope should clearly state "Comprehensive Plan Update Proposal" on the outside.

Modification or Withdrawal of Proposal

Proposals may be withdrawn at any time prior to the scheduled due date. No proposal may be modified or withdrawn for a period of sixty (60) calendar days after the scheduled due date.

Contact with City Officials During Evaluation and Selection Process

Individuals and firms who have submitted a proposal are prohibited from communicating with the Mayor, any member of the Board of Aldermen, and any member of the Planning & Zoning Commission during the evaluation and selection process. All communication should be submitted to the City Administrator and/or his/her designee using the contact information included herein. Contact with any City official other than the City Administrator during the evaluation and selection process may result in the proposal being disqualified.

Proposal Contents

All proposals must contain the following information, and each section must be clearly marked:

- General background, overview, experience, and information of the individual or firm.

- Name, contact information, and summary of relevant experience for the individual from the firm who will serve as the City’s primary contact throughout the project.
- Name, contact information, and summary of relevant experience of other individual(s) from the firm who will be assigned to work on the City’s project.
- Specify and list any external partnering individual(s) or firms to be assigned duties and tasks that will be completed and provide contact information for the firm(s) who will complete these tasks.
- A clear description of the process the firm typically uses to complete comprehensive plan updates.
- Details about how the firm typically gathers information and input.
- List of deliverables and proposed timeline for completion.
- Total proposed project timeline.
- Names and contact information from three or more municipalities or counties for whom the individual/firm has completed a comprehensive plan update.
- Total cost of the project itemized per identified task, milestone, and/or deliverable.
- Provide a copy or link of/to the responding individual’s/firm’s Statement of Qualifications. Note, the Statement of Qualifications will not count against the total proposal page count.
- Affidavit of Compliance with a federal work authorization program and a copy of E-Verify Memorandum of Understanding; these items will not count toward the twenty-page proposal length limit.

Proposal Evaluation and Selection Process

A selection committee will read, evaluate, and score all proposals that are submitted by the proposal submission deadline. The highest-ranked individuals or firms may be invited to interview with the selection committee or may be asked to provide additional information. Based on the proposal, any supplementary answers to additional questions, and interviews, the selection committee will recommend award to the individual or firm it determines to be the most responsive, responsible, and qualified.

The submitted proposals will be evaluated based on the following criteria:

Firm’s experience completing projects of similar general scope	20 points
Qualifications and experience of individuals assigned to project	20 points
Community engagement/outreach and feedback activities	20 points
Reference checks and recommendations	10 points
Cost and estimated project duration (timeline from start to finish)	20 points
Total	100 points

The City of Cottleville will seek to negotiate a contract, detailed scope of work, and total cost with the highest-ranked individual or firm. If the two parties are unable to reach an agreement, the City will terminate negotiations and will commence negotiations with the second-highest

scoring individual or firm, and so forth.

Anticipated Scope of Work

The Anticipated Scope of Work detailed below is only tentative; the actual scope of work will be mutually agreed upon by the City and the selected individual or firm. The items specifically listed below are not necessarily exhaustive, but the City expects the following components to be included in the final mutually agreed upon scope:

- Collect feedback from various community members and stakeholders.
- Conduct an existing conditions analysis, which will include current land use.
- Identify commercial and economic development opportunities and areas for growth.
- Review current land uses and recommend potential future land uses throughout the City limits with special attention to physical, environmental constraints and limitations along existing water ways, i.e. Dardenne Creek and Crooked Creek.
- Review public space/parks uses, amenities, and features of and analyze potential future needs and growth opportunities.

Revisions to the Solicitation

The City may cancel, revise, or reissue this solicitation, in whole or in part, for any reason. Revisions will be posted on the City's website and will be distributed via email to as many email addresses as possible of those individuals and firms who have expressed interest in this solicitation. Proposers are responsible for ensuring that they have received all addenda prior to submitting proposals.

No Commitment

This solicitation does not commit the City of Cottleville to make an award, nor will the City pay any costs incurred preparing or submitting proposals, or in making necessary studies for the preparation of proposals. The City may reject all proposals and cancel this solicitation.