

REQUEST FOR QUALIFICATIONS (RFQ)

Site Selection Consulting Services

City of Seymour, Texas

I. Introduction

The City of Seymour, Texas is seeking qualified **Site Selection Consulting Firms** or individual consultants to provide professional services related to business recruitment, industrial development, community positioning, and strategic site readiness. The selected consultant will assist the City in identifying and attracting suitable industries, evaluating local assets, and strengthening Seymour's competitiveness for future development.

II. Background

Seymour is a rural community located in Baylor County in North Central Texas with strong potential for industrial, aviation & aerospace-related, remote-work, and commercial growth. The City owns various economic development assets—including a municipal airport, industrial park acreage, municipal utilities, and shovel-ready land—and is prioritizing targeted recruitment, market visibility, and readiness for incoming business prospects.

III. Scope of Services

Qualified firms/consultants should be able to provide services including, but not limited to:

1. **Market Assessment & Industry Targeting**
 - Identify industries best suited for Seymour's assets, workforce, utilities, and regional advantages.
 - Provide a data-driven analysis of recruitment opportunities.
2. **Site Readiness Evaluation**
 - Evaluate the City's industrial park, airport facilities, available buildings, and infrastructure.
 - Recommend improvements to increase readiness and competitiveness.
3. **Business Recruitment Strategy**
 - Assist in preparing recruitment materials, prospect packets, and community pitches.
 - Identify potential prospects and assist in outreach or introductions leading to community advocacy and planting of new businesses
4. **Community Positioning & Branding Support**
 - Recommend and assist in implementing strategies to highlight Seymour's strengths to site selectors and corporate decision-makers.
 - Provide guidance on messaging, marketing, and competitive positioning.
5. **Project Review & Prospect Support**

- Advise the City on submitted prospects or leads.
 - Provide feedback on project feasibility, incentive structures, and site matching.
6. **Deliverables**
- Written assessments, reports, presentations, and recommendations.
 - Monthly or quarterly updates depending on contract terms.

IV. Minimum Qualifications

Applicants must demonstrate:

- Experience providing site selection services to cities, counties, or EDCs.
- Familiarity with Texas economic development tools and programs.
- Knowledge of rural development challenges and opportunities.
- Professional references from similar engagements.
- Ability to travel to Seymour as needed.

V. Submittal Requirements

Interested firms/consultants must include the following:

1. **Cover Letter** – Introduce firm, primary contact, and interest in the project.
2. **Company Profile** – Overview, history, and service specialties.
3. **Project Team** – Key personnel, résumés, and relevant experience.
4. **Relevant Experience** – Examples of prior site selection or economic development projects.
5. **Approach & Methodology** – How your firm will serve Seymour’s needs.
6. **Timeline & Availability**
7. **Fee Structure** – Hourly rates or project-based pricing (RFQ allows a range; final contract will negotiate specifics).
8. **References** – At least three similar clients.

VI. Evaluation Criteria

Submittals will be evaluated based on:

- Experience with similar communities
- Understanding of Seymour’s development needs
- Strength of methodology and proposed approach
- Qualifications of key personnel
- Demonstrated success in attracting/retaining businesses

VII. Submission Details

Deadline: December 18, 2025 at 2:00pm

Submit To:

City of Seymour

Attn: Lauren Bush, City Secretary / Economic Development

301 N. Washington Street

Seymour, Texas 76380

Email submissions accepted: **lbush@cityofseymour.org**

Subject Line: *RFQ – Site Selection Consultant*

VIII. Questions

Questions may be submitted in writing to: **lbush@cityofseymour.org**

All questions must be submitted by: December 17, 2025 at 3:00pm

IX. Rights Reserved by the City

The City of Seymour reserves the right to:

- Reject any or all submissions
- Request additional information
- Waive minor irregularities
- Negotiate final terms with the selected firm
- Cancel the RFQ at any time

X. Anticipated Schedule

- RFQ Release Date: 12/2/2025
- Deadline for Questions: 12/17/2025
- RFQ Due: 12/18/2025
- Evaluation Period: 12/18/2025 at City Council, 7:00pm
- Award/Selection: 12/18/2025