



**REQUEST FOR PROPOSALS FOR  
PROFESSIONAL PLANNING SERVICES  
RELATING TO UPDATING AND/OR COMPLETE  
REVISION OF THE CITY MASTER PLAN OF THE  
CITY OF WELDON SPRING, MISSOURI**

January 2026

City of Weldon Spring  
5401 Independence Road  
Weldon Spring, MO 63304

*For purposes of this RFP, the terms “Comprehensive Plan” and “City Master Plan” are used interchangeably and refer to the City’s official long-range planning document adopted pursuant to Chapter 89 RSMo.*

## **SECTION 1. INTRODUCTION**

The City of Weldon Spring, Missouri (“City”), invites qualified professional planning firms (“Firm” or “Consultant”) to submit proposals to either:

1. **Update the City’s existing 2015 Comprehensive Plan, or**
2. **Develop a fully new Comprehensive (Master) Plan,**

depending on the Firm’s recommended approach, methodology, and cost structure.

The selected Firm will collaborate with City staff, the Board of Aldermen, the Planning & Zoning Commission, and community stakeholders to produce a forward-looking, data-driven, and implementable plan that will guide the City over the next **10–20 years**.

## **SECTION 2. BACKGROUND**

Weldon Spring is a growing, predominantly residential community in western St. Charles County, where thoughtful planning, strong neighborhoods, natural amenities, and a strategic location near regional employment corridors support a high quality of life. Since adoption of the 2015 Comprehensive Plan, the City has experienced:

- Shifts in residential development patterns
- Changing demographics and service expectations
- Increased regional development pressure
- Major long-term planning considerations as the City approaches a population of 6,000, triggering operational and governance transitions
- Evolving infrastructure, mobility, and parks/facilities needs

The City is evaluating how best to plan for long-term municipal service delivery, infrastructure investment, economic development opportunities, environmental stewardship, and most importantly - preservation of Weldon Spring’s community character. The City seeks a Firm capable of addressing both near-term needs and long-term strategic decisions through an updated or fully redesigned Comprehensive Plan.

## **SECTION 3. VISION AND MISSION STATEMENTS**

The selected Firm should incorporate these statements into the planning process to ensure alignment with the City’s long-term goals.

**Vision Statement:** The City of Weldon Spring fosters a premier community that is a safe place to live and enjoy life.

**Mission Statement:** The City of Weldon Spring will provide premier public services to the community with integrity, transparency, and fiscal responsibility.

## SECTION 4. OBJECTIVES

The City seeks to retain a highly qualified Firm to assist with key objectives related to either updating the current Comprehensive Plan or creating a new City Master Plan.

All recommendations shall be consistent with applicable provisions of Chapter 89 RSMo and other relevant state and local laws governing planning, zoning, and development. The City's objectives for this Comprehensive Plan effort include:

- **Community Engagement:** Conduct broad and meaningful public input efforts, ensuring representation from homeowners, renters, seniors, youth, businesses, HOAs, civic groups, and others.
- **Data & Trend Analysis:** Update or replace existing demographic, land use, housing stock, market trends, economic conditions, transportation, and environmental data.
- **Municipal Services & Facilities Planning:** Evaluate long-term implications of population growth, future staffing needs, municipal facility space needs, governance transitions, and service delivery models.
- **Future Land Use Vision:** Develop a clear, creative, and realistic land use framework that balances quality of life, fiscal sustainability, infrastructure capacity, and environmental conditions that reflects community values and meets legal requirements.
- **Policy Development:** Recommend policy strategies related to zoning, mobility, public facilities, utilities, housing, sustainability, and economic development.
- **Implementation Strategy:** Produce a detailed, practical implementation matrix with timelines, responsible parties, cost considerations, and priority tiers.
- **Clarity & Accessibility:** Deliver a visually engaging, user-friendly plan appropriate for both public understanding and official use.

## SECTION 5. SCOPE OF SERVICES

The Scope of Services below is intended to implement the objectives described in Section 4 and should be read in conjunction with those objectives. The proposal must describe how the Firm will accomplish the following tasks. Firms may propose **either (a) an update to the 2015 Plan, (b) a completely new plan, or (c) both options** with separate cost estimates for each option presented.

### 1. Public Engagement

The Consultant shall design and execute an inclusive engagement plan, which may include:

- Community-wide surveys
- Stakeholder interviews
- Workshops and open houses
- Focus groups
- Online engagement tools
- Pop-up events at City facilities or community gatherings

Deliverables should include summaries of input received and how feedback informed the plan.

### 2. Demographic, Housing, and Market Analysis

- Current and projected demographic trends
- Housing inventory and affordability assessments
- Market conditions and regional economic influences
- Workforce and commuting patterns

### **3. Land Use, Zoning, and Development Conditions**

- Existing land use and zoning analysis
- Growth capacity and buildout evaluation
- Future land use scenarios (small-area options where relevant)
- Compatibility with environmental features, watershed constraints, conservation priorities, and park/open space planning

### **4. Municipal Services & Facilities Planning**

Evaluate long-term municipal service needs, including:

- Administrative services
- Public works and infrastructure services
- Potential facilities needs (City Hall, Public Works, Parks, etc.)
- Operational considerations associated with becoming a fully self-sufficient city

### **5. Transportation & Mobility Planning**

- Roadway and traffic capacity analysis
- Pedestrian and bicycle network planning
- Regional connectivity (MoDOT, St. Charles County, Katy Trail, Great Rivers Greenway, etc.)
- Safety improvements and multimodal strategies

### **6. Parks, Recreation & Environmental Planning**

- Integration of the City's existing Parks Master Plan
- Trail connectivity
- Environmental stewardship and resilience strategies
- Stormwater and watershed considerations
- Natural resource protection guidelines

### **7. Policy & Strategic Recommendations**

Recommendations may address:

- Zoning and development regulations
- Economic development strategies
- Highest and best use of I-64 HTO Corridor
- Opportunities and possible location(s) for Town Center
- Housing variety and affordability
- Mobility and connectivity
- Capital improvements alignment
- Sustainability and resilience initiatives

### **8. Deliverables**

The Consultant shall provide:

- A fully formatted, professionally designed Comprehensive/City Master Plan
- Editable files (Word, InDesign, GIS shapefiles, layered PDFs)
- Digital and print-ready maps and visuals
- At least **five (5)** hard copies of the final plan
- Executive Summary for public and elected officials
- Implementation matrix with timelines, responsible parties, and cost considerations designed for annual review and update by City staff and elected officials
- Presentation materials for P&Z and BOA hearings
- Assistance with public hearings, Planning & Zoning Commission recommendation, and Board of Aldermen adoption of the final plan
- Final documents shall be suitable for posting on the City's website and comply with basic accessibility standards.

## SECTION 6. BUDGET AND TIMELINE

The City has not set a final budget for this project. The City anticipates issuing this RFP in early January 2026, with consultant selection shortly thereafter. Project kickoff is expected in late Spring/early Summer 2026, with plan completion within 9–12 months.

Respondents shall include a proposed schedule with key milestones.

## SECTION 7. PROPOSAL REQUIREMENTS

Proposals shall include the following, in tabbed and clearly labeled sections:

1. **Cover Letter**  
Signed by an authorized official.
2. **Table of Contents**
3. **Scope of Services Proposal**  
Not to exceed **four (4)** single-spaced pages. Describe the Firm's methodology to meet each component of the Scope of Work.
4. **Firm Information**
  - Firm name, address, and contact information
  - Description of firm structure, parent company, or affiliates (if applicable)
  - Relevant municipal project history
  - Organizational chart
  - Qualifications of key staff (two-page resumes max)
5. **Public Engagement Approach**
6. **Work Plan and Schedule**
7. **Pricing**  
Firms must provide an itemized fee schedule that clearly distinguishes:
  - **Option A:** Comprehensive Plan Update
  - **Option B:** New Comprehensive PlanInclude all anticipated expenses, subcontractor costs, travel, and material costs.
8. **References**  
At least **three (3)** municipal clients from the last five years.

## SECTION 8. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Responsiveness, clarity, and completeness
- Experience with similar communities
- Qualifications of key staff
- Public engagement strategy
- Understanding of Weldon Spring's context and challenges
- Quality and usability of past deliverables
- Cost and value of proposed services
- Demonstrated ability to produce actionable implementation plans

The City may interview selected firms prior to making a final decision.

## **SECTION 9. SUBMISSION DETAILS**

Proposals must be received by the City of Weldon Spring no later than **10:00 a.m. on Thursday, February 12, 2026**. Proposals received after this time will not be considered.

City of Weldon Spring  
Attn: Don Stolberg, City Administrator  
5401 Independence Road  
Weldon Spring, MO 63304

### **Submit:**

- **Eight (8) hard copies, one marked “Original”**
- **One (1) digital copy in PDF format**

Questions regarding this RFP must be submitted in writing to the City Administrator no later than 2:00 p.m. on January 30, 2026.

Email questions to:  
Don Stolberg — [dstolberg@weldonspring.org](mailto:dstolberg@weldonspring.org)

Responses to questions, and any necessary clarifications, will be issued by written addendum and posted publicly.

## **SECTION 10. GENERAL CONDITIONS**

- Late proposals will not be considered.
- All materials submitted become property of the City.
- The City reserves the right to accept or reject any or all proposals.
- All costs incurred in responding to this RFP are the responsibility of the Firm.
- Documents may be subject to the Missouri Sunshine Law (Chapter 610 RSMo).
- Selection is contingent on funding availability.
- The selected Firm will enter into a Professional Services Agreement with the City.

*Nothing in this RFP or the resulting plan shall be construed to bind the City to any specific zoning decision, development approval, or capital expenditure.*

### **Appendix A: 2015 Comprehensive Plan**

The City’s 2015 Comprehensive Plan is available online at:

[City of Weldon Spring Comprehensive Plan](#)  
[Comprehensive Plan Maps](#)  
[2018 City of Weldon Spring Zoning Map](#)

An electronic copy may also be requested from the City.