



REQUEST FOR PROPOSALS

East Lancaster 2.0 (Phase II)

East Lancaster Corridor and Sub-Regional Planning Study

(Part of the Near Eastside Transportation Initiatives)

CPN 104254

City of Fort Worth



DATE ISSUED: Thursday, July 21, 2022

SOLICITATION/CITY PROJECT NO: 104254

**PRE-PROPOSAL CONFERENCE TIME, DATE,
VIRTUAL LOCATION/INSTRUCTIONS:**

Tuesday, July 26, 2022 10:00 A.M. Central Time

Meeting Number: 2552 821 4986

Password: lancaster

Meeting Link:

<https://fortworthtexas.webex.com/fortworthtexas/onstage/g.php?MTID=ea5afda5577305f9c719a5eae4ffc9f1>

Phone Number: 650-479-3208

MAIL HARD COPIES TO:

City of Fort Worth

Purchasing Division

200 Texas Street

Fort Worth, Texas 76102

FORMAT: One (1) original and Nine (9) copies

One (1) electronic in PDF Format on USB.

PROPOSAL DUE PRIOR TO:

Thursday, August 18, 2022 1:30 P.M. Central Time

TENTATIVE INTERVIEW DATES:

Wednesday September 14, 2022

Or

Friday, September 16, 2022

Send Questions to:

Mike Landvik

Transportation Planning Manager

Transportation and Public Works Department

Regional Transportation and Innovation Division

EMAIL: Michael.landvik@fortworthtexas.gov and copy

kelly.porter@fortworthtexas.gov

Proposals will be accepted by: US Mail, Courier, FedEx or hand delivery at the address above;

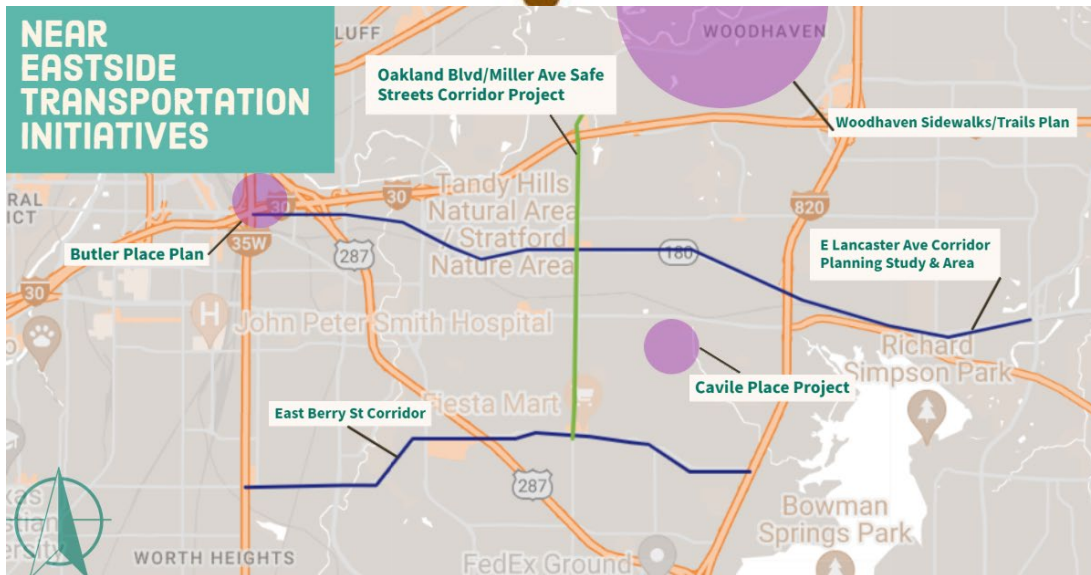
Names of responsive firms will be opened publicly and read aloud at 2:00 PM Central Time in the City Council Chambers.



The City of Fort Worth in partnership with TxDOT, NCTCOG, and Trinity Metro is seeking consultant services to develop a comprehensive multimodal implementation plan to further develop projects for State Highway 180 – East Lancaster Avenue from Jones Street to Dottie Lynn Parkway. The purpose of this planning effort is to:

- Build-off the land use recommendations from Advancing East Lancaster Phase One
- Develop alternatives for land use and transportation that will lead to:
 - Preferred alternative for a multimodal roadway cross section (including technology) on East Lancaster, along with Brentwood Stair Road and Bridge Street (from Oakland to Bridgewood)
 - Preferred alternative for high-capacity transit routing and mode(s) between Downtown, Handley, the Eastchase/IH 30 shopping area
 - Safety, operational, and aesthetic improvements for parallel, adjacent, and connecting corridors to identified nodes
 - Improved connectivity across the two railroads and freeways within the study area
- Develop a form-based code and regulating plan for the East Lancaster area and other key nodes and corridors
- Serve as a coordinating document for federal processes on identified roadway and transit components to move into the National Environmental Policy Act (NEPA) process, design, and construction along East Lancaster Avenue
- Include an action plan for East Lancaster Ave to enter the TxDOT turn-back program for local ownership of the facility (if feasible)

Outreach and coordination for this planning effort should consider the other planning and design efforts that are part of the “Near Eastside Transportation Initiatives”.



Each respondent of this RFP is requested to present a proposal discussing the scope of work as described in scope of work (Part D). The City of Fort Worth reserves the right to reject any or all proposals or portions of proposals, if it is deemed to be in the best interest of the City. This RFP document is organized as follows:

A. Proposal Selection Process

This section describes the proposal submission and evaluation process. The federal requirements and specifications are noted. Due to the nature of this contract, all the contents and specifications may not apply to his contract.

B. Proposal Requirements

This section describes the specific and general description of the information to be provided within the proposal.

C. Proposal Evaluation Criteria

This section describes the methodology by which the proposals will be evaluated and selected for proposal shortlist.

D. Project Scope of Work by Tasks

This section describes the work to be performed, associated tasks, and deliverables.



A. PROPOSAL SELECTION PROCESS

The City will not reimburse for any expenses incurred in preparing and submitting a proposal, or for attendance at any interviews or meetings. If you should have questions regarding the RFP, please put them in writing by Tuesday, August 2, 2022 and email to michael.landvik@fortworthtexas.gov. Staff will respond to questions in writing as quickly as possible and post on the City's website. Other updates will also be posted on the website at www.fortworthtexas.gov. We suggest you check the website regularly for any addendums.

The City reserves the right to reject any or all submittals to this RFP if they do not meet the criteria and specifications outlined in this document or do not meet the best interest of the City.

Following receipt of the proposals, the Evaluation Committee members will review and score the submittals to determine which firm(s) are considered to be "responsive and qualified" to perform the solicited professional services.

If the Evaluation Committee finds more than one proposal to be satisfactory, an interview may be scheduled with the short-listed respondent(s). This interview may be conducted in-person or virtually either Wednesday, September 14, 2022 or Friday, September 16, 2022 and will determine the top-ranked firm(s).

Short-listed firms invited to interview will receive a minimum of five (5) days' notice with the interview location, time, and venue. Further inquiries should be directed to michael.landvik@fortworthtexas.gov.



B. PROPOSAL REQUIREMENTS

Proposals should include the following:

1. Cover Letter and Executive Summary (not to exceed 3 pages)

The cover letter (1 page) must include the primary contact name, title, telephone number, mailing address, and email address for the proposing firm. The executive summary of two (2) pages or less should include a summary of important points/sections of the proposal, project objectives, brief description of the proposal approach, and any special considerations.

2. Approach and Process (not to exceed 10 pages front and back)

The consultant should outline their approach consistent with the tasks outlined in the RFP scope of work. A recommended methodology for successful completion of each task identified in the RFP should be included, along with demonstration within project timeframe. Graphics are encouraged with the accompanying narrative for brevity. This contract should be completed within **18 months** from issuance of notice to proceed through council adoption. Although, the City may extend the contract at the project manager's discretion.

3. Responsibility and Qualifications

The project manager and other key staff members must be specified and a clear indication given as to their involvement in the project, the amount of time they will be available, and the percent of their time dedicated to this project. An organization chart indicating the project manager, subconsultants, and end user should be included. A successful proposer must provide qualified personnel to accomplish each portion of the work in the scope outlined. Substitutions for essential personnel involved in the tasks require the City's prior approval and resulting delays will be the responsibility of the consultant.

4. Prior Experience

Describe only relevant project and professional experience for personnel who will be actively engaged in the project. Do not include experience prior to 2012. Supply the project title, year, relevant scope elements, and client contact information.

5. References (1 page)

The consultant should provide three references from past clients (two (2) of the three (3) should be public sector clients) that have solicited similar assistance in providing relevant services. References should include contact name, title, agency, project name, email, and phone number.

6. Budget

City of Fort Worth has established a budget for the requested services not to exceed **\$1,100,000**. An estimated product budget should be included by task, including any travel



needs.

7. Minority/Women Business Enterprise (WBE) (MBE)/Goals (See Appendix E)

The City of Fort Worth has established goals of 10% MBE and 10% WBE participation in its total annual third-party consulting opportunities. Each respondent is encouraged to take affirmative action and make every effort possible to use MBE/WBE firms in the performance of work under this contract. Nothing in this provision shall be construed to require the utilization of any MBE/WBE firm, which is either unqualified or unavailable.

8. Conflict of Interests

The Texas House Bill 914, codified as Chapter 176 of the Local Government Code, requires vendors and consultants contracting or seeking to do business with City of Fort Worth to file a conflict of interest questionnaire (CIQ). The required questionnaire is located at the Texas Ethics Commission website <http://www.ethics.state.tx.us/>.

The CIQ must be completed and filed with the bid/proposal response. Vendors and consultants that do not include the form with the response, and fail to timely provide it, may be disqualified from consideration by City of Fort Worth.



C. Proposal Evaluation Criteria

Procedures have been established for the evaluation and selection of Consultant(s). The Project Evaluation committee will review each proposal based on the following criteria:

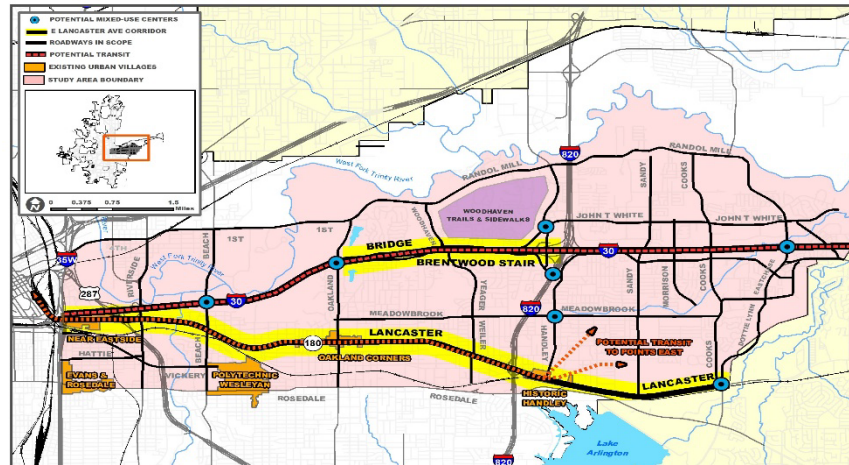
- Previous Experience - Submissions will be assessed on prior experience of the firm in the subject areas covered in the scope of work. Any work on similar type projects should be documented to validate this understanding. Similar work includes but is not limited to; transportation alternatives analysis (safe streets and transit), NEPA process, smart cities, economic development, ArcGIS, and form-based code development. (25 points)
- Effective Planning Process and Outcomes – Submissions must communicate the team’s approach through understanding of all tasks involved in the scope of work. The proposal should also include a timeline and action steps demonstrating completion of tasks within the allotted project timeframe, associated methods, and deliverables. Outreach method integration will be strongly considered. (25 points)
- Project Management/Availability of Consultant(s) – Submissions should demonstrate a relevant and effective project management structure, as shown in an organizational chart. The consultant team should include individuals that have relevant and effective project management experience, and subconsultants required for relevant tasks. The submittal must demonstrate task efficiencies, ability to multi-task, and meet deadlines (included in project schedule graphic). (25 points)
- Work Quality and References – The Consultant must have a demonstrated track record of timely performance, quality, and integrity, as evidenced by a list of client references. A minimum of three client references should be submitted. (15 points)
- Additional Services, Ideas, Innovation or Products - Any additional services, innovative ideas, cost-saving measures, safety-measures, products, WBE/MBE/HUB usage, etc. will be considered for their contribution to the project. (10 points)



D. SCOPE OF WORK

STUDY AREA

Study Area Boundaries: Jones on the west, 1st/4th Streets and Trinity River on the north, Village Creek/Fort Worth/Arlington City Limits to the east, Rosedale Street/Spur 303 on the south.



CONTEXT

Lancaster Avenue (formerly - US 80) was a nationally significant route through most of the 20th Century serving as the primary connection between Savannah, GA and San Diego, CA via Fort Worth. In the mid-century with the advent of the Dallas-Fort Worth Turnpike and Interstate Highway System the corridor's function has changed. With the removal of tolls from the turnpike, the road today serves as less of a thruway and more of a commercial corridor for Fort Worth's near Eastside and an alternate east-west connection between Fort Worth and Dallas.

Greater Fort Worth (including the city and its suburbs) has experienced tremendous population growth, which has spurred a need for additional mobility options to accommodate new and existing citizens and businesses. As the city continues maintain and increase its diversity, it is important that all citizens have equal access to economic opportunities and a quality of life that allows for self-determination, upward mobility, and happiness. Although the residential growth in Fort Worth is an asset, job growth continues to be concentrated in the northern suburbs or Dallas area where Fort Worth residents travel for work. The city and region have largely seen its growth via greenfield areas requiring large-scale infrastructure investment while existing infrastructure and capacity have lagged behind.

There are two planned TxDOT projects that make the East Lancaster Phase II Study a critical planning effort for city and regional mobility: 1) TxDOT NEPA study to advance total roadway reconstruction



along E Lancaster, and 2) Rebuild of IH 30 from Cooper Street to Downtown Fort Worth that will include managed lanes, and eventual high-intensity regional bus service.

The City's Phase II East Lancaster study will support TxDOT's work by providing existing conditions for the larger study area, public comment/community feedback, preferred cross-sections for multi-modal movements on the corridor, preferred transit routing and mode options, and aesthetic improvement concepts for the East Lancaster corridor and other facilities adjacent to or connecting to TxDOT facilities. The study recommendations will also consider how the function of East Lancaster may change with a newly rebuilt IH 30, and transit on both facilities. It will provide a form-based code for corridor(s) and key nodes within the study area and policy suited for public and private realm project implementation.

The City's East Lancaster Phase II study builds on the work completed for the Advancing East Lancaster Phase I Transit Oriented Development (TOD) Plan. The Phase I effort, completed in partnership between the City of Fort Worth and Trinity Metro. included a visioning process to determine future transit supportive land use concepts for the East Lancaster Corridor from Downtown to the Handley Urban Village. The plan explored existing land-uses, zoning designations, and market conditions to develop conceptual transit-oriented development designs for potential stop locations. The findings from Phase I will be built upon to inform the East Lancaster Phase Two (2.0). Transit will remain essential to the outcomes of Phase Two.

It is expected that a preferred alternative for the roadway and high-capacity transit; a draft form-based code/regulating plan for the corridor and other key nodes; and the final plan will be taken through the required public processes for eventual council adoption and incorporation into TxDOT's NEPA documentation (for both Lancaster and IH 30). Another major outcome of this study will be an appropriate program of projects and local policy to ensure the city and its partners are able to secure future funding opportunities both private and public and leverage development opportunities. This planning effort will be happening in tandem with three (3) other City-led planning efforts including the East Berry Street Corridor Plan, Butler Place Access and Development Plan, and Cavile Place Transit Center Development. These efforts, along with Lancaster will be branded together as the "Near Eastside Transportation initiative" and will require coordination specifically on the public outreach and recommendations for each.

As part of the development of the Phase Two (2.0) scope of work, the **five "Guiding Principles" below have been crafted to serve as a starting point for development of a vision, goals, and objectives with stakeholders and the public.**



1. **Equitable** investment for east side residents and businesses that improves quality of life and provides better access to transit, jobs, housing and opportunity, and upward mobility.
2. **Economic development** that is inclusive, provides for the community, and leverages transportation investment.
3. **Safe, comfortable, and convenient infrastructure that provides amenities such as lighting and technology, and complete streets with dedicated pedestrian paths and bike lanes that provide** mobility options for all users.
4. Street Design that is **respectful** of the community, **pedestrian-oriented**, creates a sense of **place**, and catalyzes **investment**.
5. Encourage and support **Affordable Housing and Business Incubator Space** that creates aging in place and local business.

The City and its partners are envisioning East Lancaster to be a “Hot Corridor” that includes the advanced technological infrastructure including fiber conduit and vaults, E/V charging, premium transit amenities, wi-fi, next generation traffic signals, and other smart cities improvements.

Connecting Corridors for Evaluation and Cross Section Development

East Lancaster will be the main focus of pre-engineering, and alternatives analysis, including the need for a preferred alternative for the roadway. However, due to the reconstruction of IH 30 with planned high-intensity regional transit, high-speed rail along IH 30, and the need for phasing improvements with the reconstruction, and changing function/context of area roadways, cross-sections, intersection, safety, operations (including curb space management), or other project recommendations should be developed for the following corridors for their portions within the study area:

Beach Street, 1st/4th Street/Randol Mill Road, Riverside Drive, Oakland Boulevard/Miller Avenue, Handley Drive, Meadowbrook Drive, Bridge Street/John T. White Road, Woodhaven Boulevard/Weiler Boulevard/Yeager Street, Sandy Lane, Morrison Drive, Bridgewood Drive, Cooks Lane, Eastchase Parkway, Vickery Boulevard, Hattie Street, Ederville Road, and Rosedale Street/Spur 303.

Special attention should be paid to how the facilities above intersect with East Lancaster and IH 30; as well as the cross-section concepts for Brentwood Stair Road and Bridge Street between Oakland Blvd and Bridgewood Drive as these two facilities serve as two-way frontage roads to IH 30. Form-based code should be applied to corridors connecting urban villages/mixed use centers where appropriate.



Urban Village and Mixed-Use Node Implementation:

The designated Urban Villages and preliminary station areas along East Lancaster from Downtown to Handley (includes Near Eastside, Oakland Corners, and Historic Handley) have been analyzed for market conditions and proposed land use changes, as part of Phase One. Phase Two should build upon the analysis in Phase One by developing form-based code for the nodes studied in that phase. And identify new mixed-use neighborhood centers and potential Urban Villages in the expanded study area. Along with market conditions and land use, new center concepts should be considered based on community needs and potential public-private partnerships that have the potential to catalyze investment and plan implementation. The node analysis should identify a proper mix of housing and jobs to support mode shift, expanded tax base and equitable outcomes. Analysis, development strategies, and form-based code should be developed for potential mixed-use centers at:

Handley Drive and Meadowbrook Drive, Handley Drive and Brentwood Stair Road at Loop 820, Bridge Street and Woodhaven Parkway, Bridge Street and Bridgewood Drive, Cooks Lane and IH 30, Beach Street at IH 30, Oakland at IH 30, Oakland at East Lancaster Ave at Dottie Lynn/Green Oaks, and Eastchase and IH 30.

Other areas may be considered for inclusion in the Urban Village program and mixed-use center analysis. This mixed-use analysis and implementation work should be tailored for centers of varying scales. The form-based code/regulating plan should consider not only built-form, but transportation outcomes such as (but not limited to) enhanced lane miles from connected street grid, street types (supportive of multiple modes), access management, multi-modal on-street parking, and economic opportunities building frontage/corner parcel increases. The form-based code/regulating plans should not only apply to urban villages and mixed-use centers, but connecting corridors where appropriate.

The scope set forth herein defines the work to be performed by the CONSULTANT in completing the project.

ASSOCIATED TASKS (Tasks 0 – 6)

- Task 0 - Project Management
- Task 1 - Public and Stakeholder Outreach
- Task 2 - Discovery, Existing/Baseline Conditions, and Needs Assessment
- Task 3 - Alternatives Development and Analysis (Roadway, Transit and Bicycle/Pedestrian for East Lancaster Avenue)
 - 3A Fatal flaw analysis
 - 3B Universe of alternatives
 - 3C Reasonable alternatives
 - 3D Preferred alternative
- Task 4 - Concept Plan
- Task 5 - Draft Recommendations, form-based code and Final Report



PROJECT DURATION

This project is expected to take **14** months but the contract duration will be for **18** months.

CONSULTANT NEEDS

An appropriate team should include but is not limited to, a range of expertise such as: transportation (including transit and high-speed rail), land use, engineering, NEPA process, travel demand modeling (including micro and sub-area simulation), economic development, housing, urban design, historic preservation, public engagement, planning, ESRI ARC GIS Urban/City Engine, etc. One prime CONSULTANT with appropriate team members, and/or sub-consultants is preferred but not required.

TASK 0 - PROJECT MANAGEMENT

The CONSULTANT (team) will manage the work outlined in this scope to ensure efficient and effective use of the team and City's time and resources. The CONSULTANT will communicate effectively, coordinate internally and externally as needed, and proactively address issues with the City's Principal in-Charge, project manager and others as necessary to make progress on the work. For purposes of this scope, the City's Principal In-Charge is Kelly Porter, Assistant Director, the Project Manager is Mike Landvik, Transportation Planning Manager, and Deputy Project Manager is Jessica Brunson, Multi-modal Planning Manager, all in the Transportation and Public Works Department. The City's project manager or designee will serve as liaison between the project team and study's stakeholders, elected officials, partner entities and the public, unless otherwise directed. The CONSULTANT team's project manager will serve as liaison between team members and the City. The consulting team may not change team membership or organizational structure without the written approval of the City's Principal In-Charge.

0.1 - Managing the Team

- Lead, manage and direct design team activities.
- Ensure quality control is practiced in performance of the work. Any work deemed unsatisfactory by the City may delay payment to the CONSULTANT.
- Schedule and attend bi-weekly project management meetings between the City and the CONSULTANT (project manager).
- Task and allocate team resources.

0.2 - Communications and Reporting

- All project related meetings, providing any material ahead of time for City review.
- Coordinate with other agencies and entities as necessary for the design of the proposed infrastructure, and provide and obtain information needed to prepare the design, as directed by the City.
- Personnel and Vehicle Identification: When conducting site visits to the project location,



the CONSULTANT or any of its sub-CONSULTANTS shall carry readily visible information identifying the name of the company and the company representative(s).

0.3 - Schedule

Work is to begin upon the execution of a Notice to Proceed from the City and is expected to take approximately 18 months. A project schedule should be included in the proposal and updated with each month along with a schedule narrative required in Attachment D to this Standard Agreement and according to the City of Fort Worth's Schedule Guidance Document.

0.4 - Progress Reports and Invoices

The CONSULTANT will prepare and submit detailed narrative progress reports and itemized invoices to the Project Manager. Invoices and progress reports will include all work performed during the reporting period only; and be formatted in accordance with Attachment B to this Standard Agreement and submitted monthly in the format requested by the City. The CONSULTANT is also required to complete Monthly MBE/WBE Report Forms and Final Summary Payment Report Form at the end of the project. Please note ten percent (10%) retainage will be held from each invoice and paid in the last invoice as part of successful completion of the agreed upon scope of work.

0.5 - Sub-Consultant Monitoring and Management

The CONSULTANT will be responsible for the management and monitoring of sub-consultants work product quality and adherence to the agreed upon scope and associated activities.

Task 0 - DELIVERABLES

1. Detailed schedule indicating compliance with the 18-month completion timeframe and all required items within Tasks 0-5.
2. Monthly invoices and detailed narrative progress reports in accordance with City requirements.
3. Copies of sub-consultant contracts.
4. Meeting Summary.

TASK 1 – PUBLIC AND STAKEHOLDER OUTREACH

The CONSULTANT will work with the City on an inclusive approach to public and stakeholder involvement. All outreach should be coordinated with the TPW Outreach Coordinator, the City of Fort Worth's Communications and Public Engagement Department and the Department of Equity and Inclusion. The public and stakeholder participation plan shall include but is not limited to the following:



1.1 – Stakeholder Advisory Committee (SAC) Meetings (Minimum of Six)

A stakeholder advisory committee (SAC) should be established with up to 13 members. Committee membership will include representation from the three council districts within the study area. Proposals may include alternative committee and subcommittee structures that may be better suited to continue dialogue and incorporate additional feedback. Any materials to be presented to the SAC should be provided in at least five days advance of the meeting in order to provide feedback. The SAC is expected to meet a minimum of six times to coincide with the project kick-off and each task of the planning process outlined in this scope. Specifically, the project kick-off will introduce the plan process and define vision, goals, and objectives for the planning process. It should also highlight that this plan builds off of years of past work, specifically Phase One and the other studies outlined in Task 2.

1.2 - Public Open Houses (Minimum of Six)

Public Open Houses will be held at integral points during the study pursuant to the approved schedule to gain the perspective of area residents, businesses and other entities or of specific groups recommended by the City and SAC. Each round of open houses should include a minimum of three meetings to cover each of the three study area sectors: (1) West of Loop 820/north of IH 30; (2) West of Loop 820/South of IH 30; and (3) East of Loop 820. Outreach, as part of Task 4 (in development to form-based code) should include multi-day charrettes in each of the sectors as well. Due to CDC COVID-19 protocols, outreach methods should include socially-distant in-person opportunities and when possible online methods for engagement, specifically for smart phones.

The CONSULTANT is responsible for the development of outreach materials and tools. All public facing materials should be submitted to the City for review and approval before being released. Material and feedback documents from the other three “Near Eastside Transportation Initiatives” will be included at the public open houses in an abridged format. Each meeting should be associated with each plan milestone:

1. Kick-off open house, introduce the study, get feedback on vision, goals, and objectives, and get general feedback from the public on study elements.
2. Existing Conditions and Needs Assessment
3. Proposed Alternatives and Draft Concept
4. Preferred Alternative (PA) and Concept (PA goes to council) – Public hearing for alternative
5. Draft recommendations, project list, and form-based code(s) – Public hearing for draft form-based codes
6. Draft final plan and codes – Prior to Council Adoption



1.3 - Targeted Outreach

Outreach will be conducted to ensure vulnerable/disadvantaged populations are represented in the planning efforts. Vulnerable populations are defined as low-income, minority, senior, school-aged, people with disabilities, zero car households, populations with limited English proficiency or other groups as deemed necessary. Outreach materials may need to be translated into Spanish and other languages as needed. Targeted outreach may be used to illicit feedback from elected officials, other groups and populations as deemed necessary.

1.4 - Focus Groups and Stakeholder Interviews

Specific coordination will need to be done with NCTCOG and TxDOT throughout the study to coordinate work with other regional projects. Specifically, with TxDOT on their East Lancaster NEPA study and with their future construction plans of IH 30 and Loop 820. Focus groups for the multiple neighborhood associations, businesses, social services, and others will need to be held at critical project milestones.

1.5 - Project Web Site and Other Methods

The CONSULTANT shall be responsible for working with the City to provide content to a project webpage. The CONSULTANT may suggest to City, and upon approval, develop additional outreach methods relevant to the study area.

1.6 – Public Private Partnerships (Developer Match-Making)

The CONSULTANT will work with the City and key stakeholders to organize and convene a developer match-making event. The purpose of this event is to bring the development, finance, and real-estate communities, and land-owner together to garner interest and advance catalytic project opportunities as described in Task 4.

The CONSULTANT shall create, maintain and update a contact mailing list throughout the study duration. This list will include all applicable and/or interested individual or group stakeholders in order to receive all project updates.

Task 1 - DELIVERABLES

1. Stakeholder and Public Involvement Plan, including a proposed public meeting schedule.
2. Any survey, questionnaires, comment cards, letters, and any other materials with associated feedback/results provided to the City.
3. Study vision, goals, and objectives.
4. Meeting materials including marketing materials, sign-in sheets, exhibits, etc.
5. Meeting summaries of each meeting in Microsoft Word format within five (5) business days of the meeting date.
6. A summary of all public comments received, to be provided to the city no later than one



week after the meeting

7. Any necessary content needed for posting on the project website/page.
8. Contact mailing list.

TASK 2 - DISCOVERY, EXSTING/BASELINE CONDITIONS, AND NEEDS ASSESSMENT

Existing Conditions, plan and policy review, Gap analysis, Develop benchmarks, Key Performance Indicators. The CONSULTANT (team) will collect any data necessary to evaluate existing transportation, landuse, market, and environmental (natural, built, human) conditions within the project study area. There are several plans, studies, policies and projects relevant to the study area, including but not limited to:

- Advancing East Lancaster TOD Plan (Phase One)
- Fort Worth High-Speed Rail Station Study (2017)
- Dallas to Fort Worth High-Speed Rail Environmental Study
- City of Fort Worth Comprehensive Plan (2022)
- City of Fort Worth Master Thoroughfare Plan (2019)
- City of Fort Worth Urban Villages Concept (including Near Eastside Urban Village Masterplan)
- Butler Place Access and Development Study (Ongoing)
- City of Fort Worth Active Transportation Plan (2019)
- City of Fort Worth Park, Recreation and Open Space Master Plan (2020 Update)
- City of Fort Worth Race and Culture Taskforce – Final Report (2018)
- City of Fort Worth City-Wide Broadband Masterplan (Planned)
- East Lancaster Complete Streets Study-NCTCOG (2016)
- Woodhaven Sidewalks and Trail Plan
- Fort Worth Convention Center Expansion Plan
- NCTCOG Mobility 2045 (2022 Update)
- NCTCOG Dallas to Fort Worth-High Speed Rail Connections
- NCTCOG Tarrant County Transit Study
- TxDOT: Interstate 35W Improvements (IH 30 to SH 121)
- TxDOT: IH 30 East Freeway Improvements (I-35W to Cooper Street)
- TxDOT: Southeast Connector Reconstruction (Loop 820)
- Current zoning
- Subdivision regulations

The data collection will pay particular attention to the use of various multimodal transportation related items such as pedestrian, transit and bicycle facilities, streetscapes and street sections, traffic operations, parking, safety, land use market trends, existing built form/building types, housing, infill development, adaptive reuse/historic preservation, public spaces and opportunities for economic development. ArcGIS Urban/City Engine should be used to model potential development and fiscal impacts based on existing land use policy. Special attention will also be paid to environmental resources and constraints that can inform future NEPA work for TxDOT or



federally funded city projects. Specific tasks that shall be examined as part of the plan but shall not be limited to:

- Street grid connectivity and barriers analysis
- Transit route ridership and boardings
- Transit route origins and destinations
- Safety and crashes, including High-Injury Network
- Current area development projects
- Housing market conditions analysis (market vs needs)
- Retail market conditions analysis
- Fiscal impact analysis for public expenditures
- Traffic counts and operations analysis (including curb space)
- Driveway and access assessment
- Pedestrian, bicycle, transit and vehicle safety analysis
- Traffic signal analysis
- Intersection analysis
- Roadway design and loading
- Sidewalk inventory
- Railroad crossing inventory
- Land suitability/Geotechnical analysis (including topography, geology, soil plasticity and hydrology)
- Level D – Subsurface Utility Engineering (SUE - Identify existing utilities and their general location. Determine existing easements and any compensable property rights that existing utility may possess) – Coordinated with TxDOT consultant for East Lancaster
- Right-of-way impacts
- Land use susceptibility to change analysis-evaluating what may change based on use
- Geographic Disparity Zones (GDZ) - a geographic area where a statistical correlation exists between more than three distinct identity group indicators, at least two identified disparities in community access indicators, and at least one identified significant municipal service infrastructure remediation need, impacting quality of life.
- Quality of life analysis including but not limited to public health and food security
- Inventory of social services centers
- Emergency response times
- Air quality assessment
- Historical/cultural resource impacts
- Hazardous waste sites or impacts
- Impacts to parkland, trails or conservation areas and other resources that may qualify for section 4(f) or 6(f) protections
- Threatened and endangered species impacts
- Floodplain impacts



- Waterway impacts
- Noise impacts
- Smart Cities' Readiness (Internet/Fiber and Multi-modal Operations Technology Assessment)
- Additional tasks requested by the city

Other Task 2 Notes:

Multi-modal Modeling: The operating conditions of the study area roadways and intersections should be analyzed using microsimulation for both roadway and transit. This step will be done to calibrate the models and provide a baseline for evaluating the alternative solutions. Documentation of methodology used in projecting traffic volumes in the area will be made available in the appendix.

Environmental Impacts and Constraints: The environmental resource data collected in Task 2 including the human, cultural and natural shall be used to create an Environmental Constraints Map. This map will be used in public meeting displays, the final report, to aid in alternative analysis and inform future NEPA or other environmental analysis. Physical (utilities and ROW) and environmental constraints should be used in the determination of potential alternatives in Task 3.

Smart Cities: The assessment of existing infrastructure and technology that contributes to operations, safety, and economic development (i.e. fiber, ITS architecture, next gen smart signals, and other connected infrastructure) that improves the quality of life and the City's resiliency and sustainability.

TASK 2 - DELIVERABLES

1. Existing/Baseline Conditions and Needs Assessment Report.
2. Environmental Constraints Map.
3. Future Volume Diagrams (as appendices to the report).
4. ArcGIS Urban Model.
5. Level D – SUE (To coordinate with TxDOT consultant on East Lancaster).



TASK 3 - ALTERNATIVES DEVELOPMENT AND ANALYSIS

The CONSULTANT shall develop purpose and need for the East Lancaster corridor utilizing the existing/baseline conditions report completed in Task 2. The purpose and need will be used to establish a screening criteria and methodology. Three stages of alternative development and evaluation will be conducted. These stages should identify a: (1) Universe of alternatives, (2) Reducing to reasonable alternatives and (3) the selection of a locally preferred alternative for a multimodal cross section of the East Lancaster Avenue, Bridge Street, and Brentwood Stair Road between Bridgewood Drive and Oakland Boulevard. Roadway alternative development should also consider adjacent existing and new street grid connections that will contribute to the lane miles in the study area. An analysis of rapid transit mode(s), routing, and frequency should be included in alternatives development, specifically connecting Downtown and the Eastchase/IH 30 Shopping District via East Lancaster and other facilities. A preferred alternative for rapid transit will be selected as part of a collaborative process between the study's partners.

3.1 – PURPOSE AND NEED

The CONSULTANT shall develop the study purpose and need for East Lancaster Avenue and associated rapid transit along the corridor based on the existing conditions report. The purpose and need will be developed in conjunction with the City and TxDOT.

3.2 – ALTERNATIVE SCREENING CRITERIA AND METHODOLOGY

The CONSULTANT shall establish screening criteria, performance measures, and a process to evaluate alternatives at each stage. The screening criteria will reflect the project purpose and need and study goals and generally consist of the following categories:

- Environmental resource impacts
- Cost considerations
- Public comments/input
- Safety, mobility, and operational impacts (including travel times by mode)

3.3 – UNIVERSE OF ALTERNATIVES AND FATAL FLAW EVALUATION

The CONSULTANT shall develop broad alternative concepts based on the study goals that meet the purpose and need for the study. These alternatives will be screened through a fatal-flaws analysis developed in Task 3.2. This fatal flaw analysis will be used to determine the cross-section(s) for each corridor, transit mode, transit routing, frequency, and if either, center or right-lane running alternatives for transit along Lancaster will be advanced to stage 2.

3.4 – REASONABLE ALTERNATIVES DEVELOPMENT AND EVALUATION

The CONSULTANT shall develop 3 to 5 reasonable alternatives based on the screening process from stage 1 For East Lancaster, Bridge Street, and Brentwood Stair (the latter between Bridgewood and Oakland). Transit routing and mode alternatives may be



considered separately. The screening criteria developed in Task 3.2 will be utilized to evaluate each reasonable alternative.

3.5 – PREFERRED ALTERNATIVE SELECTION AND REFINEMENT

The CONSULTANT shall identify the preferred alternative based on the screening process from stage 2. The preferred alternative for mainline East Lancaster, Bridge Street and Brentwood Stair Road (between Bridgewood and Oakland) will be refined based on City staff, TxDOT, stakeholder and public input.

TASK 3 - DELIVERABLES:

1. Purpose and need.
2. Screening criteria, performance measures and alternatives evaluation process document.
3. Visualizations for alternatives.
4. Preferred alternative for the proposed roadway cross-sections for East Lancaster, Bridge Street, and Brentwood Stair Road inclusive of bike/ped and transit.
5. Preferred alternative for transit mode(s) and routing.
6. Alternatives analysis report, including justification for elimination of alternatives.

TASK 4 - CONCEPT PLAN

The CONSULTANT shall prepare draft concept plan for the entire project limits based on the existing conditions, needs assessment, and preferred alternative. This concept plan shall identify relevant projects and policies to improve the transportation network, and supportive land uses. When implemented, the concept plan should enhance mobility, connectivity, safety, and various multimodal travel options. The concept plan should also support economic development in the area, enhance environmental quality, create a sense of place, and provide for a housing mix that meets the needs and goals of the community. It is important the land use element be based on the susceptibility to change analysis and market data completed in Task 2. The land use concept will be the basis for potential zoning implications for the area, transportation improvements, and potential fiscal impacts to the City. Specific concept elements and supporting analysis should include, but not limited to:

- **Multimodal Network and Smart Cities** - Develop a “Multimodal Connectivity Plan” (MCP), that includes the preferred alternatives from Task 3. The concept shall address multimodal transportation connections within the study area, and accommodations for the preferred transit alternative route, mode(s), and frequency that will connect Downtown and Eastchase/IH 30 via East Lancaster. In addition to preferred roadway alternatives for East Lancaster Avenue, Brentwood Stair Road, and Bridge Street (between Oakland and Bridgewood), specific attention will be given to connectivity along major corridors and nodes in the study area:



Beach Street, 1st/4th Street/Randol Mill Road, Riverside Drive, Oakland Boulevard/Miller Avenue, Handley Drive, Meadowbrook Drive, Bridge Street/John T. White Road, Woodhaven Boulevard/Weiler Boulevard/Yeager Street, Sandy Lane, Morrison Drive, Bridgewood Drive, Cooks Lane, Eastchase Parkway, Vickery Boulevard, Hattie Street, Ederville Road, and Rosedale Street/Spur 303. This also includes at-grade railroad crossings on Collard Street, Ayers Avenue, Oakland Boulevard, Hughes Avenue, Tierney Road, Winnie Street and Handley Drive.

The MCP should include improvements to the pedestrian and bicycle network, streetscapes, intersection improvements, operations, street grid, connected technology, charging stations and premium transit features. As part of this analysis the CONSULTANT should develop volume projections for potential road connections and their respective intersections, and document the sources, assumptions, and methodology used for review by the City. These projections will be informed by the land-use assumptions in this task, and lead to development of a multimodal street network use in the form-based codes. Microsimulation should be used to evaluate each efficacy of the proposed network for the form-based code/regulating plan. It will also feed into updates for the City's Master Thoroughfare Plan.

The MCP should include a section dedicated to smart cities operations and high-capacity transit along East Lancaster and other corridors as relevant. The smart cities concept should include features for fiber supportive infrastructure, corridor wide wi-fi, next generation traffic signals, ITS, transit/emergency vehicle pre-emption, interconnected mobility (such as bike-share and ride share availability) and other technology. The transit concept should lend itself to development of a premium transit experience and include concepts such as station designs, dynamic messaging for transit times, climate control, lighting, way-finding, and other platinum standard features. The transit concept should provide direct connectivity (via T-ramps or Inline stations) to the high-intensity transit planned for the IH-30 managed lanes potential Eastchase terminal and other key locations.

- **Land Use** - Identify opportunities for context sensitive, mixed-use infill consistent with the Urban Villages program, Phase One report, and additionally identified mixed use centers that create a multimodal, safe, comfortable, and vibrant environment, destinations, and investment opportunity. Land use will be used for zoning recommendations and should be based off the market analysis, susceptibility to change, and public outreach from Task 2. ArcGIS Urban/City Engine should be used to demonstrate potential densities, massing, and fiscal impacts of proposed development.
- **Housing and Economic Development** - Identify concepts and strategies for inclusion of an appropriate mix of housing types in the study area that serve the needs of the



community and properly utilize and leverage the local and regional transportation investments in the area. This work should include a broad spectrum of price points and housing typologies to appropriately serve the local needs, and based on market realities and equitable outcomes. The concept should include provisions for potential additional retail, services, entertainment and other amenities that will make the area attractive and provide basic services for residents, businesses, and a unique experience for visitors. Moreover, an assessment will need to be done to determine needed public subsidies and tax revenue. This should build off of the susceptibility to change and market analysis completed in Task 2, and include a minimum of four (4) catalytic concepts on site(s) in the study with pro-forma, along with a potential fiscal impact. Concepts in this section should be tied to the land use section and should have a positive impact on infill housing, the City's tax base, and job growth.

- **Environment and Place**

Develop concepts for infrastructure design that enhance environmental quality and energy resilience including construction materials, storm water infrastructure, heat island mitigation, landscaping, solar technology, charging stations, etc. Concept should also identify the areas of opportunity for high-quality public/gathering spaces, green space, and areas that should be considered for preservation or limited development. Inclusion of placemaking that demonstrates elements of value of this historic community. The placemaking concept shall include provisions for wayfinding and branding of the area.

Analysis, strategies, implementation planning, and form-based code should be developed for potential mixed-use neighborhood centers and proposed at, but not limited to: Handley Drive and Meadowbrook Drive, Handley Drive and Brentwood Stair Road at Loop 820, Bridge Street and Woodhaven Parkway, Bridge Street and Bridgewood Drive, Cooks Lane and IH 30, East Lancaster Ave at Dottie Lynn/Green Oaks, and Eastchase and IH 30. Other areas may be considered for inclusion in the Urban Village and mixed-use center analysis.

TASK 4 – DELIVERABLES:

1. Draft Concept Plan, including specific multimodal network, land-use, housing and economic development and environmental and place elements.
2. Documentation of supporting analysis.

TASK 5 DRAFT RECOMENDATIONS, FORM-BASED CODE AND FINAL REPORT

The CONSULTANT shall create short, medium, and long-term projects, and policy recommendations that are tailored to the needs of the City, partners, and other stakeholders. Timeframes for the recommendations and implementation strategies are defined as:

CPN 104254 – East Lancaster Corridor and Sub-Regional Planning Study



- Short-Term: 0 – 4 years
- Medium-Term: 5 – 10 years
- Long-Term: 11 – 20 years

Recommendations and strategies shall include, but shall not be limited to:

- Maps, renderings, and drawings of proposed improvements and concepts, including ArcGIS City Engine model.
- Recommended roadway cross sections/schematics (with risk mitigation strategies).
- Recommended multi-modal mobility management solutions to include traffic flow, operations, and access plan, including a preferred alternative for East Lancaster, Bridge Street, and Brentwood Stair Road.
- Recommended transit connectivity plan including the preferred alternative for mode and routing along high-capacity transit along East Lancaster; and between the urban villages, mixed use centers, and planned regional high-intensity transit along IH 30.
- Recommended locations for direct access (e.g. via T-Ramps or Inline Stations) at potential TOD sites along the IH 30 accessing the planned high-intensity transit in the managed lanes.
- Cost estimates and funding sources for proposed improvements (separated by implementer(s)).
- Fiscal Impact Analysis based on transportation and land use investments.
- Description of costs, tools, and partnerships needed for mobility, housing and economic development concepts.
- Draft form-based code/regulating plan with transportation elements (including street grid) and other zoning needs.
- Amendments to local and regional transportation and other planning documents.
- Fiber-readiness and smart cities implementation plan and integration.

5.1 – PROJECT SELECTION

The CONSULTANT shall develop a set of screening criteria to assist in evaluating each improvement concept using local and regional criteria as a guide. Categories such as safety, VMT, travel times, utility impacts, right-of-way, socio-economic impacts/benefits, tax revenue, health impacts, environmental impacts, pedestrian/bicyclist impacts, transit impacts and cost effectiveness will be further defined into evaluation criteria. The criteria should relate the relevant goals of the City’s Comprehensive Plan, Master Thoroughfare Plan, Active Transportation Plan, NCTCOG Project Selection Criteria, and other relevant sources. The CONSULTANT shall develop a prioritized list of projects and policies based on the outcomes of the evaluation. This prioritized list shall consider other regional construction projects along adjacent corridors to mitigate maintenance of traffic and other impacts to the public.

5.2 - DRAFT THE FORM BASED CODES



The code will regulate development to ensure high-quality mobility, connectivity, and access defined by a multimodal street grid, street type, and building orientation. The code will incorporate a regulating plan, building form standards, street standards (plan and section), use regulations as needed, and other elements needed to ensure safe and comfortable multimodal mobility, place-making, and enhanced environmental quality. Components typically would include the following:

- Overview including definitions, guiding principles, intent, and explanation of the regulations and process in clear user-friendly language.
- Regulating Plan (a schematic representation) illustrating the location of street grid, street types, parking, building set-backs, public spaces and other special features.
- Building Form Standards governing basic building form, type, function, placement, and fundamental urban elements to ensure that all buildings complement neighboring structures and the street.
- Public Space/Street Standards defining design attributes and geometries that balance the needs of motorists, pedestrians, bicyclists, and transit riders (complete streets) while promoting a vital public realm. These standards should include design specifications for sidewalks, travel lane widths, parking, curb geometry, trees, and lighting. Other standards regulating architectural criteria such as material and quality, landscaping, parking, lighting, and signage should be considered as well.
- Administration clearly defining a streamlined application and project review process.

The effectiveness of this code will be measured by its ability to enhance safety and operations, encourage mode-shift to increase multimodal mobility, reduce VMT and travel times, improve circulation, enhance the efficiency of lane miles to corridors and centers, reduce the need for on-site surface parking, allow for appropriate access to development, enhance environmental quality, and potential to future proof investments due to shifts in technology.

The form-based codes must be integrated into the City of Fort Worth's Zoning Ordinance in a manner that ensures procedural consistency. The codes must comply with state and local legal requirements, provide applicability of existing regulations, and maximize effectiveness. Integration of the form-based codes shall be undertaken by the Consultant with the assistance of City staff. Consistency between form-based codes and other documents within the form-based codes shall be entirely reflective of the form and quality envisioned by the City's proposed land-use and street grid needs. The Consultant shall update the Codes to ensure that the form-based codes are consistent with the existing adopted form-based codes. The City will provide all access to existing City form-based code documents to the selected Consultant as a guide for code development. In addition to the Lancaster corridor codes will be developed for the areas listed below:



Handley Drive and Meadowbrook Drive, Handley Drive and Brentwood Stair Road at Loop 820, Bridge Street and Woodhaven Parkway, Bridge Street and Bridgewood Drive, Cooks Lane and IH 30, Beach Street at IH 30, Oakland at IH 30, Oakland at East Lancaster Ave at Dottie Lynn/Green Oaks, and Eastchase and IH 30.

5.3 - FINAL REPORT, PROJECT LIST, AND IMPLEMENTATION

The CONSULTANT shall prepare and deliver a final report, including an executive summary, at the conclusion of the study. The report will be reviewed by the City, its partners, and the SAC.

- Documentation of public and stakeholder input across all project stages, overview of the planning process; existing conditions report, concept plan, final recommendations/implementation report and schematics;
- Multimodal roadway layout and schematics;
- Final form-based code elements.
- Discussion of any concepts/alternatives not used in final plan;
- Explanation of methodology and evaluation criteria used;
- Catalytic project with proforma and marketing document;
- Cross-sections, plan views, and other needed design visuals for street and intersection improvements;
- Renderings and/or simulations of transportation with land use concepts to help the public visualize recommended improvements of significance;
- Complete fiscal impact analysis for market-based land use scenario;
- Narrative on air quality and other environmental benefits;
- Prioritized project and policy list with construction costs, phasing, and timeline;
- Narrative on impacts and benefits to vulnerable populations;
- Health impact analysis on plan recommendations;
- Recommended zoning and subdivision need(s) for implementation, beyond form-based code;
- Include broadband and smart cities element implementation, potential locations.
- Any primary and additional content, detailed methodology, and raw data should be included in an appendix.

5.4 - ENVIRONMENTAL AND PRE-NEPA DOCUMENTATION

Evaluate environmental resources per Task 2 for the project area in to identify environmental constraints and make recommendations for environmental commitments list that can inform future TxDOT NEPA work on East Lancaster and IH 30. This will include any other pertinent information needed to assist with future federal or state approvals or permitting requirements.



TASK 5 - DELIVERABLES

1. Base map showing the location, layout, and typical section for each concept considered (one high resolution, reproducible digital copy).
2. Completed concept plan and recommendations report narrative with graphics and methodology.
3. Street grid and access alternatives with a preferred approach, inclusive of ped/bike and transit.
4. Catalytic project case study with visuals, see Task 2.
5. Fiscal impact analysis based on proposed transportation and land use improvements
6. Risk analysis for preferred transportation concept (e.g. utilities, topography, etc.).
7. Any raw traffic data should be included in the appendix.
8. Planning-level cross-sections for roadway, transit, and other relevant concepts. This should be coordinated with TxDOT's ongoing work where relevant and based on the preferred alternatives and concept plan.
9. Executive Summary of the study report with its high resolution, reproducible digital copy, not to exceed five pages. (Word and PDF format) and a one-page front and back project brief for elected officials and board members.
10. Land use plan with implementing Form-Based Code text and graphics ready for adoption.
11. Catalytic project implementation marketing brief and economic development policies
12. Twenty-five (25) Hard Copies in Color of the Final Report, Fifty (50) Hard Copies in Color of the Executive Summary, and Ten (10) Hard Copies in Color of the Appendices. Final Report should be in 8.5' X 11' format, perfect binding.
13. All data, graphic, photo, model, and other associated native files. GIS data should be ESRI compatible and include associated metadata. Preference is a file geodatabase with any defined domains as well as delivery of process to maintain data.
14. A list of policy recommendations for adoption.
15. Comprehensive multimodal implementation plan with phased project list.
16. List of recommended environmental commitments that can feed into related TxDOT and city environmental documents, specifically for IH 30 and East Lancaster.
17. Any additional content deemed necessary by the City.



E. BUSINESS EQUITY PROVISIONS

- A. All proposers shall note that the Business Equity Ordinance [No. 25165-10-2021](#) (replacing Ordinance No. 24534-11-2020, as codified in Chapter 20, Article X of the City’s Code of Ordinances, as amended, and any relevant policy or guidance documents, was adopted to ensure the full and equitable participation of certified Minority – and Women-owned business enterprises (M/WBEs), (collectively, “Business Equity Firms”) in City contracts for the procurement of goods and services where a contract’s total dollar value is greater than \$100,000, as detailed below.

The Business Equity Goal is 10%.

- B. If a Proposer is certified as a Business Equity Firm, such Proposer can count its self-performance services towards meeting the Business Equity Goal(s) for the assigned NAICS commodity codes on their MBE or WBE certification. If such Proposer will not self-perform all of the work, it will be required to provide subcontracting opportunities with certified Business Equity Firms to meet the stated goal(s).
- C. Proposers **must** obtain a listing of certified Business Equity Firms from the City of Fort Worth’s Department of Diversity and Inclusion (DVIN). The request for listings form can be found on the City’s website at <https://www.fortworthtexas.gov/departments/diversity-inclusion/business-equity>, or email DVIN_BEOffice@fortworthtexas.gov. The selected offeror acknowledges it will present Business Equity Firms currently certified by the North Central Texas Regional Certification Agency (NCTRCA) or Dallas/Fort Worth Minority Supplier Development Council (D/FW MSDC) and the Women’s Business Council Southwest (WBCS) and accepted by the City of Fort Worth in order for the participation to be counted towards the established goal(s).
- D. The firms must be located in the Marketplace, or meet the requirements of the City’s Significant Business Presence which means a Person (1) which has its principal place of business located inside the Marketplace; (2) which has its principal place of business located outside the Marketplace but has been verified to be in existence for a minimum of 24 months and from which at least 20% of the business’s workforce is based in the Marketplace; or (3) which has cumulative business receipts greater than \$1,000,000 for work done in the Marketplace since January 1, 2013.
- E. Proposers shall submit with their proposals a preliminary Business Equity Utilization Plan (“Plan”) to address how it will comply with the Business Equity Goal(s). At a minimum, the preliminary Plan must certify that the Proposer will comply with the requirements and present evidence of the Proposer’s past business diversity procurement practices.



Failure to submit a preliminary Plan may render a Proposer non-responsive and the Proposal may be rejected.

- F. Business Equity Firms must be certified at the time the proposal is submitted, in order for the participation to be counted towards the established goal.
- G. Short-listed firms are required to submit the final Utilization Plan detailing efforts to comply with the Business Equity Goal(s).
For additional information contact the DVIN at (817) 392-2674 or send email to DVIN_BEOffice@fortworthtexas.gov.

INSTRUCTIONS TO PROPOSERS ABOUT THE BUSINESS EQUITY GOAL

It is the policy of the City of Fort Worth to ensure the full and equitable utilization of Business Equity Firms when appropriate, in the procurement of all goods and services. When a Business Equity Goal is established for a solicitation, it means that the City of Fort Worth believes that there are Business Equity Firms available that can provide goods or services requested by the solicitation.

The Business Equity Goal for solicitation number _____ is 10%. This means that the City believes that there are available Business Equity Firms that can provide goods or services required by this solicitation and therefore, 10% of the proposer’s awarded contract amount must be spent with a Business Equity Firm. All requirements and regulations stated in the City’s current [Business Equity Ordinance #25165-10-2021](#) apply to this solicitation.

Because a Business Equity Goal has been established for this solicitation, in order for your proposal to be considered, a proposer **must satisfy one (1) of the conditions below**.

A. Commit to Meet or Exceed the Business Equity Goal

Hire Business Equity Firm(s) to provide goods or services and spend at least the goal amount with the Business Equity Firm(s).

Step 1: Obtain a listing of Business Equity Firms by completing the **“Request for Listing of Certified Firms Form”** located at the City of Fort Worth’s [Business Equity Division](#) website.

Step 2: Request participation from Business Equity Firms to provide goods or services at least 10 calendar days before the proposal due date.

Step 3: Submit the following two (2) forms:

- a. Utilization Plan
- b. Letter(s) of Intent



B. Prove a Good Faith Effort

Show attempt to hire Business Equity Firms to meet or exceed the goal, but was unsuccessful.

This can occur in two (2) ways:

1) Proposer proposes a smaller Goal

Step 1: Obtain a listing of Business Equity Firms by completing the “Request for Listing of Certified Firms Form” located at the City of Fort Worth’s [Business Equity Division](#) website.

Step 2: Request participation from Business Equity Firms to provide goods or services at least 10 calendar days before the proposal due date.

Step 3: Submit the following three (3) forms:

- a. Utilization Plan
- b. Letter(s) of Intent
- c. Good Faith Effort

2) Proposer proposes a 0% Goal

Step 1: Obtain a listing of Business Equity Firms by completing the “Request for Listing of Certified Firms Form” located at the City of Fort Worth’s [Business Equity Division](#) website.

Step 2: Request participation from Business Equity Firms to provide goods or services at least 10 calendar days before the proposal due date.

Step 3: If unsuccessful, submit Good Faith Effort Form. Please see [Ordinance §20-370 \(g\)](#) page for requirements of an acceptable Good Faith Effort.

C. Prove that the Proposer Can Perform the Service and Provide all Materials on the Project as the Prime Consultant

proposer must show that the proposer is providing all of the goods and services through their own company and that there are no goods or services provided by a third party or an affiliate. Proposer will not purchase any supplies or inventory from a third party.

Step 1: Must submit Prime Contract Waiver Form

D. Create a Joint Venture with a Business Equity Firm

At least one or both of the firms must be a Business Equity Firm

Step 1: Must submit Joint Venture Form

Forms can be obtained on the [Project Resources](#) website under section 60 - MWBE.

VIOLATIONS AND SANCTIONS



1. Failure to comply with the City's Business Equity Ordinance will result in the proposal being considered "Non-Responsive."
2. Failure to submit the required Business Equity forms and documentation will result in the proposal being considered non-responsive and a "written warning" letter that may impact the Offeror's evaluation scoring on future City solicitation opportunities for up to 12 months, refer to [Ordinance §20-373 on VIOLATIONS AND SANCTIONS](#) for continued offenses or failures to comply.

If you have any questions, contact Department of Diversity & Inclusion, Business Equity Division

Email: DVIN_BE@fortworthtexas.gov | Phone: 817-392-2674