

REQUEST FOR QUALIFICATIONS

General Planning Consultant

CPN 105288

City of Fort Worth



DATE ISSUED: Monday, December 18, 2023

SOLICITATION/PROJECT NO: 105288

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

Thursday, January 11, 2024, 11:00 A.M. Central Time
Meeting Number: 2556 492 7440
Password: q3gEQQEGs72
Meeting Link:
<https://fortworthtexas.webex.com/fortworthtexas/j.php?MTID=m49e7d64557de962466f9a29d409a82c0>
Phone Number: 469-210-7159

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, February 1, 2024, 1:30 P.M. Central Time

TENTATIVE INTERVIEW DATES:

The week of Monday, February 19, 2024

SEND QUESTIONS TO:

Walter Council, AICP
Principal Regional Planner
Transportation and Public Works Department
Regional Transportation and Innovation Division

EMAIL: walter.council@fortworthtexas.gov and a copy to 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.



CITY of FORT WORTH GENERAL PLANNING CONSULTANT

BACKGROUND AND PURPOSE

The City of Fort Worth Regional Transportation and Innovation Division seeks a GENERAL PLANNING CONSULTANT (GPC) to assist the Transportation and Public Works - Regional Transportation and Innovation team with a variety of planning and pre-engineering tasks. The purpose is to identify transportation needs and develop projects to be funding-ready. The goal is to further the City's ability to advance in the FY 2026 bond program, garner federal dollars and expedite capital delivery. The major categories of potential work and associated likely tasks that the Proposer should be expected to undertake are detailed in section D of this Scope of Work, below.

Each respondent is requested to present a proposal that addresses tasks described in the scope of work. This Request for Qualifications (RFQ) document is organized as follows:

A. Proposal Selection Process

This section describes the proposal submission and evaluation process. Due to the nature of this contract, all the content and specifications may not apply to this 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 proposals will be evaluated and selected for a proposal shortlist.

D. Project Scope of Work by Tasks

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

E. Business Equity Provisions

This section describes how to ensure full and equitable participation of certified Minority – and Women-owned business enterprises (M/WBEs).

A. QUALIFICATION SELECTION PROCESS

The City will not reimburse proposers for any expenses incurred in preparing and submitting a Statement of Qualification (SOQ), or for attendance at any interviews or meetings. If you should have questions regarding the RFQ, please put them in writing by Thursday, January 11, 2024 by 5:00 pm, and email to walter.council@fortworthtexas.gov and copy kelly.porter@fortworthtexas.gov.



Staff will respond directly to questions in writing but will issue, as quickly as possible, written addenda restating the question and providing the answer which will also be posted 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 addenda.

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

Following receipt of the proposals, the Evaluation Committee 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 submittal to be satisfactory, an interview may be scheduled with the short-listed respondent(s). This interview may be conducted in-person or virtually the week of February 19, 2024 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 walter.council@fortworthtexas.gov.

B. QUALIFICATION REQUIREMENTS

Submittals should include the following:

1. Cover letter and Executive Summary (not to exceed 3 pages in total)

The cover letter (1 page) must include the primary contact’s 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 responding to the details of the scope that the GENERAL PLANNING CONSULTANT team is qualified to provide services and any special considerations.

2. Professional Skills and Tools (Not to exceed 6 pages front and back)

The GENERAL PLANNING CONSULTANT should outline their substantial professional skills consistent with the tasks outlined in the RFQ scope of work. A thorough understanding of the Scope of Work section D should be included. Graphics are encouraged with the accompanying narrative for brevity. A task work order contract should be completed within a predetermined time period from issuance of notice to proceed. The City may extend the task work order at the project manager’s discretion.

3. Responsibility and Qualifications (not to exceed 5 pages front and back)

The project manager and other key staff members must be specified and have clear substantial prior experience providing similar services to jurisdictions and agencies indicated in the scope of work. Personnel involved shall possess the necessary professional skills and qualification (including any licenses) to perform the required services. An organization chart indicating the project manager, subconsultants, and end user should be included. Substitutions for essential personnel involved in a task work order will not be allowed



without the City's prior approval and resulting delays will be the responsibility of the GENERAL PLANNING CONSULTANT. The City retains the right to request the removal of any personnel found, in the City's opinion, to be unqualified to perform the task work order.

4. Prior Experience (Not to exceed 5 pages front and back)

Describe only relevant projects and professional experience for personnel who will be actively engaged in a specific task work order. Supply the project title, year, relevant scope elements, and client contact information. Please supply experience after 2016.

5. References (1 page)

The GENERAL PLANNING CONSULTANT should provide three references from past clients (two of the three should be public sector clients) that have solicited similar assistance in providing relevant services. References must include:

Contact name	Project Name
Title	Email
Agency	Phone number

Respondents need to contact any references prior to submittal. Non-responsive reference contacts will be received zero (0) points towards scoring criteria.

6. Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Goals Business Equity Ordinance #25165-10-2021 (PLEASE SEE SECTION D. Business Equity Provisions)

A business equity goal of **13%** has been established for this RFQ. Please see below, "Instructions to Proposers About the Business Equity Goal."

7. Conflict of Interests

Texas House Bill 914, codified as Chapter 176 of the Texas 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 the City of Fort Worth.

8. Contract Renewal/Extension

The length of the contract is two (2) years with an option to extend by one (1) additional year, a maximum of three (3) years. The contract will end FY 26.



9. Task Work Order Assignments

All services shall be performed under the direction and to the satisfaction of the City of Fort Worth. The GENERAL PLANNING CONSULTANT team(s) shall designate a project manager for the coordination of all services under the contract. For each proposed task work order, the City of Fort Worth shall provide a scope and request a proposal defining the services to be provided, task manager (project manager for task work order) and staff to be assigned, projected schedule, and cost. No work shall be performed prior to approval of the proposal by the City of Fort Worth.

C. PROPOSAL EVALUATION CRITERIA

Procedures have been established for the evaluation and selection of the GENERAL PLANNING CONSULTANT(S). The Proposal Evaluation committee will review each proposal based on the following criteria:

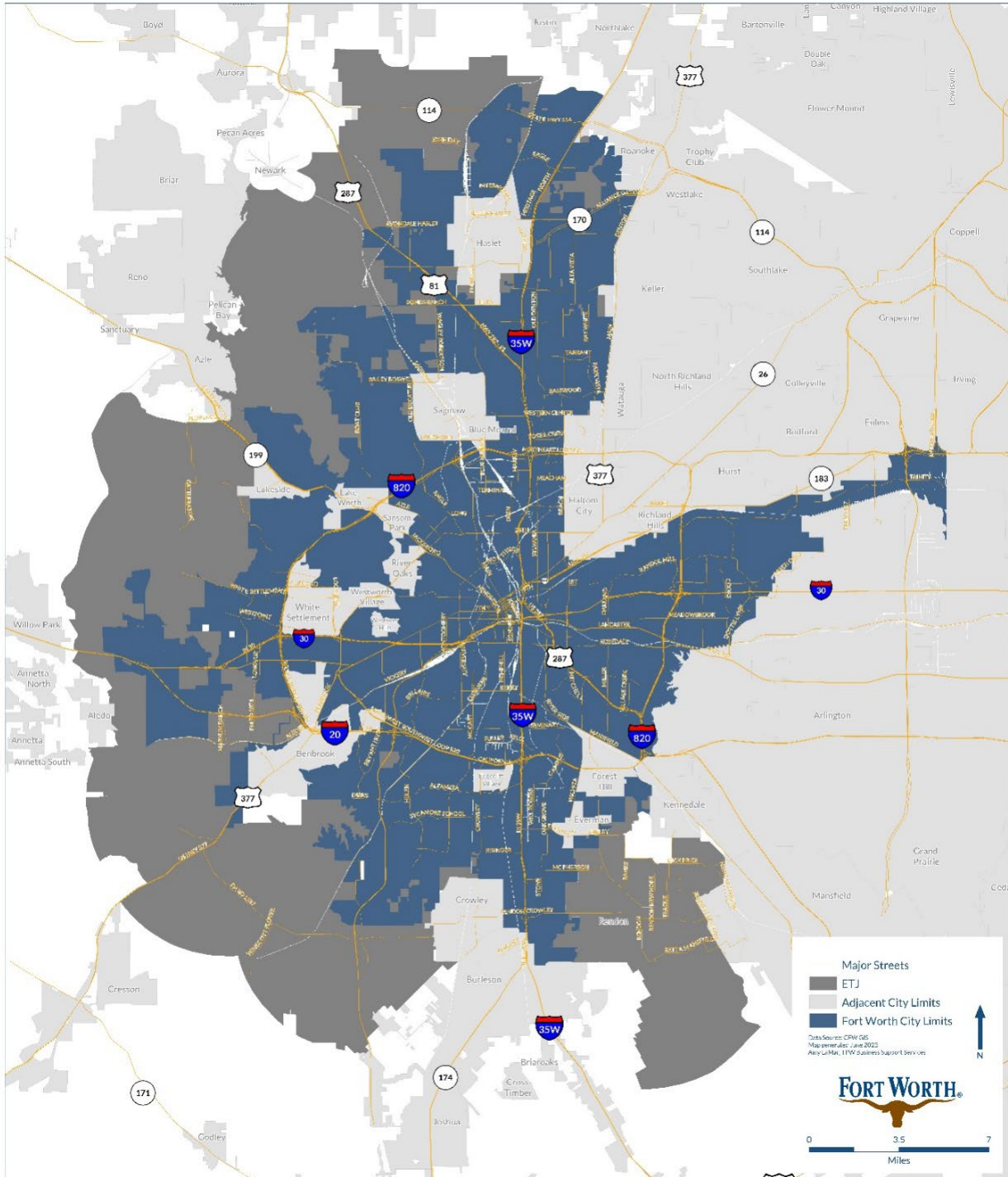
- Previous Experience – Submissions will be assessed on prior experience of the firm in the subject areas covered in the scope of work. Any work on similar type projects needs to be documented to validate this understanding. Similar work includes but is not limited to: planning, pre-engineering, multi-modal capital programs, travel demand modeling, land use, and policy development. The Proposer should be able to show the ability to complete a task work order request expeditiously and adeptly. (20 points)
- Qualified and Relevant Skill Sets – Submissions must communicate the team’s skill set, ability, and expertise to accurately execute all aspects involved in the scope of the work. (30 points)
- Project Management/Availability of GENERAL PLANNING CONSULTANT(S) – Submissions should demonstrate a relevant and effective project management structure, as shown in an organizational chart. The GENERAL PLANNING CONSULTANT team should include individuals that have relevant and effective project management experience, and subconsultants required for relevant task work orders. The submittal must demonstrate task efficiencies, ability to multi-task, and meet deadlines (included in project schedule graphic). (30 points)
- Work Quality and References – the GENERAL PLANNING 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, etc. will be considered for their contribution to a task work order. (5 points)



D. PROJECT SCOPE OF WORK BY TASKS

STUDY AREA

These on-call tasks could include any project or need within the city limits or ETJ of City of Fort Worth with coordination from partner agencies.





The GENERAL PLANNING CONSULTANT is an effort by the City of Fort Worth that may require occasional public involvement, planning, pre-engineering, technical and other tasks, that could include, but not limited to, the following subtasks:

TASK 1 – PUBLIC INVOLVEMENT

The GENERAL PLANNING CONSULTANT should work with the City in an inclusive approach to public and stakeholder involvement. All outreach should be coordinated with TPW and the City's Communications and Public Engagement Department. The public and stakeholder participation capabilities of the GENERAL PLANNING CONSULTANT shall include but is not limited to the following:

Public Involvement

- Project website development
- Online engagement tools
- Public meetings
- Stakeholder engagement
- Public boards, flyers and other materials like keypad polling
- Surveys

TASK 2 – PLANNING AND ANALYSIS

The GENERAL PLANNING CONSULTANT's ability should be able to encompass a wide range of general transportation planning skills needed to conduct area-wide, sub-area, corridor-level, or spot analyses of multimodal transportation alternatives in an effort to identify and evaluate transportation needs in the City. The skills required for this discipline include, but are not limited to the following:

Planning and Analysis

- Corridor studies
- Long range transportation planning
- Multimodal project scoping, planning, development and evaluation
- Alternative analysis
- Feasibility studies
- Data analytics
- Land Use (Zoning, Form Based Code; Regulating Plan, etc)
- Travel Demand Modeling (microscopic, mesoscopic, and macroscopic)
- NEPA and associated environmental analysis and permitting
- Transit planning
- Freight planning

TASK 3 – PRE-ENGINEERING

The GENERAL PLANNING CONSULTANT should have knowledge of the discipline to encompass a variety of skills necessary to evaluate and design future improvements to the transportation network. The type of background required should be related to operations, safety and technology across all modes (auto, bicycle/pedestrian, micromobility, freight, transit and even consideration of



the advancing unmanned aerial vehicles technology). The skills required for this discipline include, but are not limited to the following:

Pre-Engineering

Skills needed that should be considered include but are not limited to:

- Plan reviews for partnership projects (ex: NCTCOG, TxDOT, COFW, etc)
- Site visits/field work
- Conceptual planning level design work (up to 30% design, which includes
- Cost estimates
- Utility identification and coordination
- ROW (Survey and acquisition assistance)
- Geotechnical work
- Land suitability (soil drainage; temperature and rainfall; topography; brownfield; etc)
- Traffic studies
- Traffic signalization and priority systems
- Intelligent Transportation System (ITS) development
- Storm water management
- Environmental planning and analysis

TASK 4 – TECHNICAL/OTHER

The GENERAL PLANNING CONSULTANT should be able to communicate with city staff and the public, when appropriate using various technical tools, including but not limited to the following:

Technical/Other

- GIS (Esri Suite – Urban, Viewers, City Engine, Survey 123)
- Coding (Python, Jython, Javascript, etc)
- Economic analysis
- Knowledge of city, state and federal legislation
- Graphic design for maps, graphs, charts, report
- Grant funding application (narrative and cost benefit) – federal, state, MPO
- Data collection

TASK 5 - PROJECT MANAGEMENT

The GENERAL PLANNING 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 GENERAL PLANNING CONSULTANT will communicate effectively, coordinate internally and externally as needed, and proactively address issues with the assigned City staff and others as necessary to make progress on the work. The City's project manager or designee will serve as liaison between the project team and study stakeholders, including elected officials, partner entities and the public, unless otherwise directed. The GENERAL PLANNING 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 project manager or designee.



5.1- Managing the Team

- Lead, manage and direct design team activities.
- Ensure quality control is practiced in performance of the work. Any work deemed unsatisfactory may delay payment to the GENERAL PLANNING CONSULTANT.
- Schedule and attend any necessary coordination meeting relate to specific task orders between the City and the GENERAL PLANNING CONSULTANT (project manager).
- Task and allocate team resources.

5.2 - Communications

- Schedule, provide logistics, conduct, and prepare meeting notes for all project related meetings, providing any material five business days ahead of time for City review.
- Schedule and attend bi-weekly project management meetings between the City.
- Coordinate with the City to ensure an efficient method of reviewing and editing deliverables

5.3 - Schedule

The schedule will be on a case-by case as needed basis with specific task work orders, including scope, schedule, and budget proposal developed and negotiated for each assignment.

5.4 - Progress Reports and Invoices

The GENERAL PLANNING 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. The report will be submitted monthly in the format requested by the City. GENERAL PLANNING CONSULTANT is also required to complete Monthly M/WBE Report Form and Final Summary Payment Report Form at the end of the project.

5.5 - Sub-Consultant Monitoring and Management

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

TASK 5 - DELIVERABLES

1. Detailed schedule indicating compliance with a specific task work order timeframe (contract end September 30, 2026).
2. Monthly invoices and detailed narrative progress report accordant with City requirements.
3. Copies of sub-consultant contract by specific task work order.
4. Meeting notes.

E. BUSINESS EQUITY PROVISIONS

- A. All proposers shall note that the Business Equity Ordinance [No. 25165-10-2021](#) (codified in Chapter 20, Article X of the Fort Worth 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 \$100,000.00 as detailed below.

The Business Equity Goal is 13%.

- 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 a 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 BIDDERS 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 bid, 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 bid.

The Business Equity Goal for Project number 105288 is 13%. This means that the City believes that there are available Business Equity Firms that can provide goods or services required by this bid and therefore, 13% of the Bidder's awarded 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 bid.

Because a Business Equity Goal has been established for this bid, in order for your bid to be considered, a Bidder **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 bids from Business Equity Firms to provide goods or services at least 10 calendar days before bid opening.

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) Bidder 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 bids from Business Equity Firms to provide goods or services at least 10 calendar days before bid opening.

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

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



c. Good Faith Effort

2) Bidder 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 bids from Business Equity Firms to provide goods or services at least 10 calendar days before bid opening.

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 Bidder Can Perform the Service and Provide all Materials on the Project as the Prime Contractor

Bidder must show that the Bidder 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. Bidder will not purchase any supplies or inventory from a third party.

Step 1: Must submit a 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 a 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 bid being considered “Non-Responsive.”
2. Failure to submit the required Business Equity forms and documentation will result in the bid being considered non-responsive and a “written warning” letter that may impact the Offeror’s evaluation scoring on future City bid 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](mailto:DVIN_BE@fortworthtexas.gov) | Phone: 817-392-2674



DEFINITIONS

Business Equity Firm means an Independent Firm that is a Certified minority- and/or women-owned business enterprise (M/WBE) with a Significant Business Presence in the City's Marketplace.

Business Equity Goal means a calculation prepared by the DVIN-BE that includes all the following factors: the detailed cost estimate of the work to be performed, or goods purchased; the 6-county Marketplace; the availability of Business Equity Firms and non-Business Equity Firms in the Marketplace determined on a Contract-by-Contract basis; and the subcontracting/supplier opportunities of each project.

Certified means those firms identified by the North American Industry Classification System (NAICS) that have been determined to be a bona fide MBE or WBE by the North Central Texas Regional Certification Agency (NCTRCA), the Dallas/Fort Worth Minority Supplier Development Council (DFW /MSDC), Women's Business Council-SW (WBCS), Texas Department of Transportation (TxDOT) or another certifying agency that the DVIN-BE may deem appropriate and accepted by the City of Fort Worth.

DVIN-BE means the City's Department of Diversity and Inclusion – Business Equity Division

Good Faith Efforts means the actions undertaken by a Contractor and approved by DVIN-BE as described in the Business Equity Ordinance §20-370 (g).

Joint Venture means a business entity formed by two or more independent Persons for the purpose of pursuing a common objective, such as a prime contract. The resulting business entity has additional resources and capacity, enhancing its ability to compete for larger awards. A joint venture is generally characterized by shared ownership, shared returns and risks, and shared governance. In a joint venture, the prime managing partner holds 51 % or more interest in the business. Partner(s) hold less than 51 % interest but in most cases, not less than 20%.

Marketplace means the geographic area as defined by the City's most current Disparity Study (i.e., Tarrant, Dallas, Denton, Johnson, Parker and Wise counties).

Responsive means that a Person is compliant with the requirements of the Business Equity Ordinance.

Significant Business Presence 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.

Utilization Plan means the list of Business Equity Firms that a Contractor commits will be utilized to meet the Business Equity Goal for a specific project, the scopes of the work and the dollar values or the percentages of the work to be performed.