

# General Planning Consultants

#105288

January 11, 2024

# Solicitation Questions

- RFQ Questions Due:
  - **Thursday, January 11, 2024 by 5:00 PM CT**
  - Questions must be via email or chat (chat only during this meeting)
  - Phone or in-person questions will not be answered
- Questions, Sign In Sheet and this presentation's Powerpoint will be posted on the Financial Management Purchasing project webpage (<https://www.fortworthtexas.gov/departments/finance/bids/manual-bids/tranp/2023/105288-general-planning-consultant-request-for-qualifications>):
  - **Friday, January 12, 2024 by 12:00 PM CT**
- Questions should be emailed to:
  - Walter Council, AICP, Principal Regional Planner at [walter.council@fortworthtexas.gov](mailto:walter.council@fortworthtexas.gov)
  - Copy Kelly Porter, AICP, Assistant Director at [Kelly.porter@fortworthtexas.gov](mailto:Kelly.porter@fortworthtexas.gov) on all emails regarding this RFQ

# Overview

- *Use chat function for live Q/A or email for questions after meeting*
- *Call in users should email Kelly Porter, AICP at [Kelly.porter@fortworthtexas.gov](mailto:Kelly.porter@fortworthtexas.gov) to be included on sign-in sheet.*
  - *To be included on sign-in sheet, you must notify City of Fort Worth by Thursday, January 11, 2024 at 3:00 PM CT*
  - *Sign in will be posted by Friday, January 12, 2024 at 12:00 PM CT on City of Fort Worth's Transportation and Public Works (TPW) Contractors project webpage*
- Budget – Each specific task work order should precede a prepared case-by case scope, schedule, and budget that can be negotiated for each assignment
- **Proposals Due – Thursday, February 1, 2024 at 1:30pm CT:**
  - Mail or Hand Deliver to: City of Fort Worth Purchasing Department, 200 Texas Street, Fort Worth, 76102
  - Or if hand delivered on **Thursday, February 1, 2024 at 1:30 CT:**
    - Fort Worth City Hall, 200 Texas Street, 76102, Ground Level - Texas Street Side
- 10 hard copies (1 original + 9 copies), 1 electronic on USB (no emails)

## A. Selection Process

- The City of Fort Worth (CFW) reserves the right to reject any or all submittals “nonresponsive”
- Evaluation Committee to score only responsive qualifications
- Short-listed interviews (if needed), in-person or virtually
  - Tentatively: The week of February 19, 2024 and will determine the top-ranked firm
- Five (5) days minimum notice for shortlisted interviewees

## B. Submittal Requirements

1. Cover Letter and Executive Summary (not to exceed 3 pages in total)
  - Cover letter (1 page)
  - Executive summary of two (2) pages or less
2. Professional Skills and Tools (not to exceed 6 pages front and back)
3. Responsibility and Qualifications (not to exceed 5 pages front and back)
4. Prior Experience (not to exceed 5 pages front and back)
5. References (1 page)
  - Two (2) of the three (3) should be public sector clients
6. Minority/Women Business Enterprise (WBE)/(MBE)/Goals 13%
7. Conflict of Interests Form

## C. Proposal

- Written Proposal Total Points – 100 points
  - Previous Experience - 20 points
  - Qualified and Relevant Skill Sets - 30 points
  - Project Management/Availability of Consultant(s) – 30 points
  - Work Quality and References - 15 points
  - Additional Services, Ideas, Innovation or Products - 5 points
- Interview Points (if needed\*) – 25 points

# D. Scope of Work by Task Overview

- Duration: 24 months with an option to extend by (1) additional year, a maximum of (3) years. Contract will end FY 26.
- Public Involvement – outreach should have an inclusive approach, coordinated with the CFW's TPW, Communications and Public Engagement Dept

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

- Planning and Analysis – general transportation planning skills needed to identify and evaluate needs in CFW

Corridor studies	Multimodal Project scoping, planning, development and evaluation	Feasibility studies	Land use	NEPA and associated environmental analysis
Long range transportation planning	Alternative analysis	Data analytics	Travel Demand Modeling	Transit and Freight planning

# D. Scope of Work by Task Overview ... cont ...

- Pre-Engineering – knowledge/skills to evaluate and design future improvements to the transportation network

Plan reviews for partnership projects (NCTCOG, TxDOT, etc)	Conceptual planning level design (up to 30% design)	Utility identification and coordination / ROW (survey and acquisition)	Land suitability	Traffic signalization and priority systems	Storm water management
Site visits/field work	Cost estimates	Geotechnical work	Traffic studies	Intelligent Transportation System (ITS)	Environmental planning and analysis

- Technical/Other - able to communicate CFW staff and public when appropriate using various technical tools

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

- Project Management

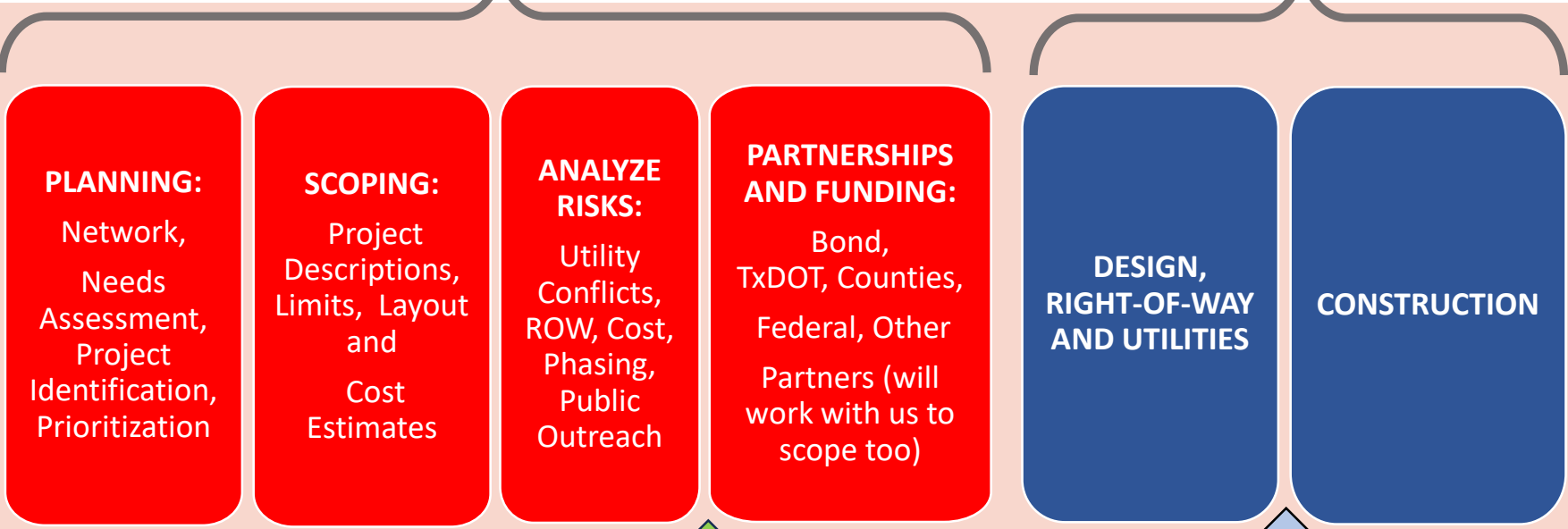


# PROJECT LIFECYCLE (Development - Delivery - Maintenance - Renewal)

**Regional Transportation and Innovation – Project Development**

**Capital Delivery**

**Transportation, Streets, and Stormwater Operations**



**CONTINUOUS MAINTENANCE AND OPERATIONS AND/OR RENEWAL**

**Master Plan and Program**

**\$ Funding Ready \$**  
(2026 Bond/Federal Calls)

**Shovel Ready**

**Capital Renewal and Retrofitting (starts the cycle again)**

## Business Equity (MWBE) goal requirements Ordinance #25165-10-2021

1. City's Business Equity Goal on this project is 13% the contract amount
2. Contact Business Equity Office prior to bid submittal to obtain a current list of certified Business Equity firms. [DVIN\\_BEOffice@fortworthtexas.gov](mailto:DVIN_BEOffice@fortworthtexas.gov)
3. The Business Equity Utilization Form, Prime Contractor Waiver Form, Joint Venture & Good Faith Effort Form must be submitted with date/time receipt to Purchasing Office no later than 2pm; on the third (3<sup>rd</sup>) Business Day after the bid opening. The successful bidders are encouraged to submit these forms as soon as possible after the bid opening to allow time for discrepancies to be resolved.
4. Failure to comply with the City's Business Equity Ordinance will result in the bid being considered non-responsive to specifications. Contact Business Equity Office at [DVIN\\_BEOffice@fortworthtexas.gov](mailto:DVIN_BEOffice@fortworthtexas.gov) or call (817)-392-2674

# Please Email Questions to:

Please send Business Equity Questions to:

[DVIN\\_BEOffice@fortworthtexas.gov](mailto:DVIN_BEOffice@fortworthtexas.gov)

817-392-2674

<https://www.fortworthtexas.gov/departments/diversity-inclusion/business-equity>

# Questions?

**Use chat function during this call**

or

**Email Walter Council, AICP at [walter.council@fortworthtexas.gov](mailto:walter.council@fortworthtexas.gov)**

and

**Copy: Kelly Porter at [kelly.porter@fortworthtexas.gov](mailto:kelly.porter@fortworthtexas.gov)**

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***No questions by phone will be accepted***