

REQUEST FOR PROPOSALS

***East Berry Street Corridor Design and Planning Study
As part of the Near Eastside Transportation Initiatives***

CPN# 104214

City of Fort Worth

DATE ISSUED: Thursday, July 28th

SOLICITATION NO: 104214

PRE-PROPOSAL CONFERENCE TIME, DATE,

MAIL OR HARD COPIES TO:

VIRTUAL LOCATION/INSTRUCTIONS:

City of Fort Worth

Tuesday, August 2nd 9:30 AM Central Time

Purchasing Division

Meeting Number: 2556 854 5004

200 Texas Street

Meeting Password: berry

Fort Worth, Texas 76102

Phone in number: 650-479-3208

<https://fortworthtexas.webex.com/fortworthtexas/onstage/g.php?MTID=e59ac5badcc2a85b69db281700c2ce1ff>

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

PROPOSAL DUE PRIOR TO:

One (1) electronic in PDF Format on USB.

Thursday, September 8th 1:30 P.M. Central Time

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

TENTATIVE INTERVIEW DATES:

Monday, October 3, 2022

Or

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

Tuesday, October 4, 2022

Send Questions to:

Mary Elliott, AICP

Multimodal Planning Manager

Transportation and Public Works Dept.

Regional Transportation & Innovation Div.

EMAIL: mary.elliott@fortworthtexas.gov and

CC: Kelly Porter, AICP, Assistant Director

EMAIL: kelly.porter@fortworthtexas.gov

East Berry Corridor Design and Planning Study

CONTEXT

The Greater Fort Worth (including the city and its suburbs) as a whole have seen tremendous growth. With growth, has come 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 quality of life that allows for self-determination, upward mobility, and happiness. Although, the residential growth has been seen as an asset, job growth has not kept up with the population which has created the need for people to travel to the northern suburbs or points east for work. The growth has also shifted the city's tax base burden to residential uses. This is all while the city and region has largely seen its growth via greenfield areas that requires expensive new infrastructure investment areas with existing infrastructure and capacity that have lagged behind. The East Berry Street Corridor had seen years of decline, but in recent years has garnered some significant investment.

It is expected that a multimodal concept for the roadway; a draft form-based code/regulating plan for the corridor and other key nodes; and the final plan will be taken to the required public processes for eventual council adoption. Another major outcome of this study will be an appropriate program of projects and local policy are in place 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 three (3) other efforts including the Lancaster Avenue Corridor Plan, Butler Place Access and Development Plan, and Cavile Place Transit Center Development. These efforts, along with East Berry Street will be part of the Near Eastside initiatives and require coordination specifically on the public outreach and recommendations for each. In May 2022, voters approved \$2.5 Million in local bond funds to further design, utilities, and/or right-of-way acquisition that will be needed to advance some of the corridor concepts from this plan.

Purpose and Summary

Berry Street is a regional minor arterial that runs from west to east, starting with its intersection with Bellaire Drive and terminating just short of Lake Arlington to the east. This study will examine the corridor east of I-35W (about six miles) to develop a set of context-sensitive corridor concepts, strategies, and actionable steps to help transform East Berry Street into a smart, walkable, multi-modal corridor for all-ages and abilities. The study will position the East Berry corridor for development and re-development opportunities, stronger community connectivity, and improved access to greater Fort Worth's economic opportunities and jobs. Strategies should consider equity and market feasibility, while addressing future cross-sections, access management, multi-modal transportation elements, safety improvements, operational improvements, and recommendations for a private realm built-form. These elements are to support different modes of transportation and create a sense of place.

Economic and community development concepts and strategies must be provided to encourage stimulation of a walkable, mixed-use corridor with nodes of varying scales at key points of the following urban villages:

- Berry/Riverside Urban Village
- Berry St. and Mitchell (including Renaissance Square) and/or Berry St. and Vaughn/287
- Berry/Stalcup Urban Village
- Lake Arlington Urban Village and Master Plan.

The deliverables for the East Berry Street Corridor Plan will include:

1. Planning level cross sections
2. Right-of-Way and utility needs
3. Catalytic site proforma
4. Pre-engineering
5. Smart technology integration and fiber-readiness
6. Form-based codes (for the corridor and urban villages)

The project outcomes outlined in the scope should further advance the City's urban village program and comply with comprehensive planning goals:

[City of Fort Worth Urban Village Program:](#)

Urban Villages are small geographic areas zoned for dense, multiple-use development that are mass-transit and pedestrian-friendly. Parks, business, entertainment, homes and stores – all within walking distance of each other in an area with a consistent look and feel that emphasizes the culture and heritage of those who call it home. A City within a City/15-minute Neighborhoods.

[City of Fort Worth Comprehensive Plan Transportation Goals:](#)

1. *Improve mobility and air quality by providing a multimodal transportation system that is effectively coordinated with existing and planned adjacent land uses.*
2. *Develop and maintain a safe, efficient, and economically sound transportation system that meets the needs of all users.*
3. *Improve transportation coordination with area transportation agencies.*

In addition, 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.

Each respondent of this RFP is requested to present a proposal discussing the scope of work as described in scope of work. This RFP 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 contents 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 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 Monday, August 8, 2022 and email to mary.elliott@fortworthtexas.gov and CC: kelly.porter@fortworthtexas.gov by 11:59 p.m. CT.

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 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 during the week of October 3, 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 mary.elliott@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'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 of important points/sections of the proposal, project objectives, brief description of the proposal approach, and any special considerations.

2. Approach and Process

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. The planning process should be completed within **12 months**, however the contract will be written for **14 months** from issuance of notice to proceed to allow for a proper kick-off and council adoption. 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 proposal must understand they are expected to provide qualified personnel to accomplish each portion of the work in the scope outlined. Substitutions for essential personnel involved in the tasks will not be allowed without The City's prior approval and resulting delays will be the responsibility of the 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 work.

4. Prior Experience

Describe only relevant project and professional experience for personnel who will be actively engaged in the project (e.g., transportation pre-engineering, form-based code and economic development). Supply the project title, year, relevant scope elements, and client contact information. Please supply experience after 2012.

5. References (1 page)

The 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
- Title
- Agency
- Project name
- Email
- Phone number

6. Budget

City of Fort Worth has established a budget for the requested services not to exceed **\$700,000**. An estimated product budget should be included by task, including any travel needs. A 5% retainage will be held from all invoices to be issued at the successful project conclusion.

7. Minority Business Enterprise (MBE) Women Business Enterprise (WBE) Goals

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.

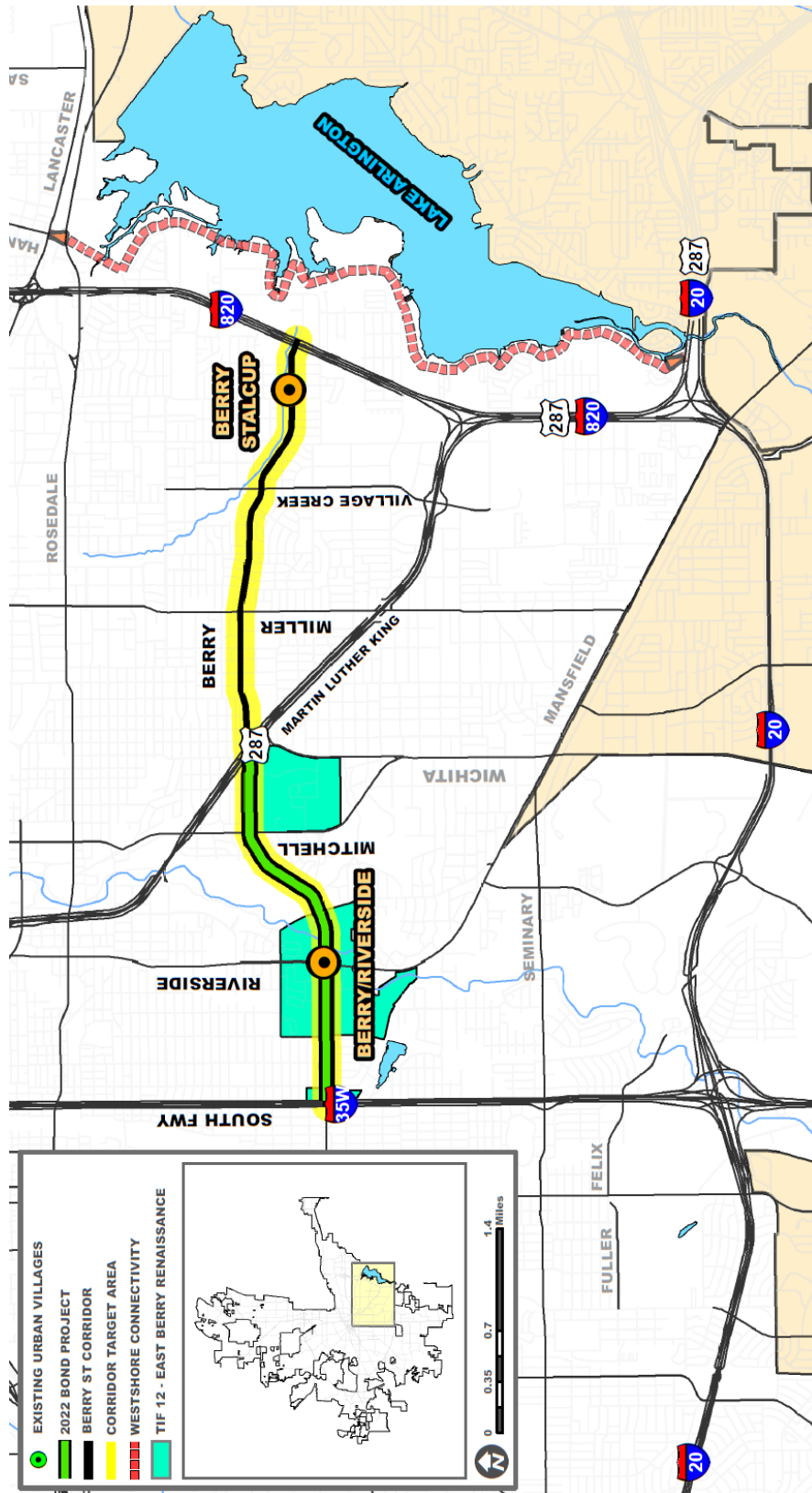
C. Proposal Evaluation Criteria

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 documented to validate this understanding. Similar work includes but is not limited to; pre-engineering, (safe streets and transit), microsimulation, smart cities including fiber-readiness, economic development and form-based code development. (20 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 task 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). (30 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)
- Additional points may also be awarded for interview(s) (25 points)

Study Area

Berry Street, east of IH-35W to Lake Arlington, the corridor intersects key commercial nodes (and urban villages) including US Highway 287, Miller Avenue, Village Creek Road, and East Loop 820. The study will need to include an investigation and proposed alignment(s) of North-to-South connectivity along the West shore of Lake Arlington.



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 project manager and others as necessary to ensure timely progress on the work.

For purposes of this scope, the City's Principal In-Charge is Kelly Porter, Assistant Director – Project Manager is Mary Elliott, and Deputy Project Manager is Jessica Brunson both are Multimodal Planning Managers and all are with City of Fort Worth. 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 CONSULTANT team's project manager will serve as liaison between team members and the City, specifically the client team. The consulting team may not change team membership or organizational structure without the written approval of the City's project manager or designee.

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

- 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.
- Coordinate with other agencies, project partners, 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.

0.3 - Schedule

Work is to begin upon the execution of a Notice to Proceed from the City and is expected to take **12 months**, but the contract will be for 14 months to allow for kick-off and plan/code adoption. A project schedule should be included in the proposal and updated each month along with a schedule narrative as 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. The report will be submitted monthly in the format requested by the City. CONSULTANT is also required to complete Monthly M/WBE Report Form and Final Summary Payment Report Form at the end of the project.

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 12-month completion timeframe and all required items within Tasks 0-4.
2. Monthly invoices and detailed narrative progress reports in accordance with City requirements.
3. Copies of sub-consultant contracts.
4. Meeting notes.

TASK 1 – PUBLIC AND STAKEHOLDER OUTREACH

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

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

A Stakeholder Advisory Committee should be formed to vet study recommendations, provide data, participate in outreach, and champion the plan. The SAC should not exceed seven members. Any materials to be presented to the SAC should be provided at least five (5) days in advance of the meeting to ensure that SAC members have adequate time to review the materials prior to the meeting. The SAC is expected to meet a minimum of five (5) 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 draft vision, goals, and objectives for the planning process. The project kick-off should also highlight that this plan builds off of years’ past work.

1.2 - Public Open Houses (Minimum of Five)

Public Open Houses will be held at key points during the study pursuant to the approved schedule to gain the perspective of area residents, businesses and other entities or specific groups recommended by the City and SAC. Due to COVID-19 protocols, outreach methods should include socially-distant opportunities and, when possible, online methods for engagement. 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. As part of the corridor concept planning and conceptual design process, at least one hands-on public charrette (virtual and/or in-person) should be included to engage the community on design expectations and desires, and multi-day charettes will be conducted for the form-based codes. Material and feedback documents from the other three “Moving on Up Near Eastside Initiatives” work will be included at the public open houses in an abridged format.

1.3 - Targeted Outreach

Outreach will be conducted to ensure vulnerable 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, and 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 elicit feedback from elected officials, property owners, businesses within the district, developers and other groups or populations as deemed necessary.

1. 4 - Project Web Site and Other Methods

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

Task 1 - DELIVERABLES

1. Public Participation Plan and proposed public meeting schedule.
2. Any survey, questionnaires, comment cards, letters, and any other materials with associated feedback/results provided to the City.
3. Vision, goals, and objectives
4. Meeting and 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. Content for posting on the project website/ media page.

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

The CONSULTANT (team) will collect any data necessary to evaluate existing transportation, land use, market, and environmental (natural, built, human) conditions within the project study limits. There are several plans, studies, policies and projects that are relevant to the study limits, including but not limited to:

- Any ongoing construction work for the corridor between IH-35W and Lake Arlington
- City of Fort Worth Comprehensive Plan and Future Land Use Map (2022)
- City of Fort Worth Master Thoroughfare Plan (2016)
- South East Fort Worth Master Plan
- 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)
- NCTCOG Mobility 2045
- Lake Arlington Master Plan (2011) and subsequent CFW implementation matrix
- Lake Arlington Shoreline Trail NPS Survey Results
- CFW Open Space Conservation Program land prioritization tool (2022)
- Current zoning
- Subdivision Regulations
- Cavile Place/Stop Six Improvement Plans (coordinate with transit)
- Economic Development Revitalization Target Areas
 - o Request for Expression of interest at NW corner of Berry and Loop 820
- TxDOT Southeast Connector/Loop 820 Project
- City of Fort Worth Economic Development Strategy & Refresh (2017 & 2022)

- Economic Development & Neighborhood Services Revitalization Strategy/s
- Urban Village Plans for Berry/Riverside, Berry/Stalcup, Lake Arlington
- TIF 12: East Berry Renaissance Project and Finance Plan
- Economic Development Incentive Policy

The data collection will pay particular detail to the use of various multimodal transportation related items such as pedestrian, transit, 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 and community development will need to be included as well. Existing weekday AM and PM peak hour operating conditions along the corridor and at intersections should be analyzed using microsimulation software. ArcGIS Urban/City Engine should be used to model potential development and fiscal impacts based on existing land use policy. Specific information that shall be examined and evaluated as part of the plan includes, but not be limited to:

- Corridor baseline and no-build travel demand modeling
- Safety and crash data
- Driveway and access assessment
- Street grid connectivity and barriers analysis
- Pedestrian, bicycle, transit and vehicle safety analysis
- Intersection and traffic signal analysis
- Roadway design and loading (including curb space management)
- Sidewalk inventory
- Fiscal impact analysis for public expenditure versus revenue based on land use changes
- Market assessment for development feasibility
- Land suitability/Geotechnical analysis (including topography, geology, plasticity, and hydrology)
- Drainage and flooding concerns along the corridor
- Level D – Subsurface Utility Engineering (SUE - Identify existing utilities and their general location. Determine existing easements and any compensable property rights that existing utilities may possess)
- Land use susceptibility to change analysis
- Quality of life analysis including but not limited to public health and food security analysis – tenant mix analysis
- Urban heat islands
- Economic mobility considerations
- Geographic Disparity Zones (GDZ) - a geographic area where a statistical correlation exists between more than three distinct identity group indicators, at least two (2) identified disparities in community access indicators, and at least one identified significant municipal service infrastructure remediation need, impacting quality of life.

Task 2 DELIVERABLES

1. Existing Conditions and Needs Assessment Report
2. Microsimulation - Baseline and No-Build
3. Arc/GIS Urban Model
4. Level D – SUE

TASK 3: CORRIDOR CONCEPT PLAN

The concept plan shall identify relevant cross-section, projects, and policies to maximize the corridor's economic and functional performance, multi-modal transportation network, smart cities infrastructure, and supportive land uses. If implemented, the concept plan will enhance mobility, connectivity, safety, economic development, technology, environmental aspects, and various multimodal travel options. The corridor concept should define a preferred cross-section (section) based on previously adopted planning documents, community needs, and desired economic and land use performance in target areas. The concept should ensure that there is sufficient right-of-way to develop and construct the corridor as a walkable multi-modal smart facility. The corridor concept should also define:

- Proposed cross-sections by context zone (including any new construction, rebuilds, and retrofits)
- Improvements to the pedestrian and bicycle realm, appropriate sidewalks and bikeways, streetscapes, pedestrian crossings, intersection improvements, public plazas or parks, signals and other supportive infrastructure. The multi-modal corridor concept plan should stimulate development of successful vibrant small business districts and denser mixed-use urban villages. The plan should facilitate safe and comfortable travel to schools and community gathering places for all ages.
- Strategies for parking/curb management, including on-street and other arrangements behind buildings to enhance pedestrian friendliness and sense of place.
- Opportunities for technology including fiber conduit, smart signals, electric vehicle charging stations, connected infrastructure, and other smart technologies
- Street grid connections and redundancy to provide appropriate trip usage on and adjacent to the corridor and include alternative routes to access parcels.
- Potential drainage and water filtration components found in low-impact development and green streets; and elements to reduce and mitigate urban heat island.

In addition to Berry Street, the concepts should include the intersection with Fort Worth and Western Railroad, potential connections to future shoreline trails and planned mixed-use and urban residential development along the west side of Lake Arlington, along with other major nodes within ¼ mile of each side of Berry Street and other opportunity linear development and nodes generally within a ¼ mile.

The concept should also include economic development and land use strategies for redevelopment, revitalization and creation of existing and new mixed-use nodes at appropriate scales along the corridor. The corridor's concept centers developments should include a mix of housing types, neighborhood retail/office/services, and appropriately scaled walkable urban development types to serve the needs of the community and properly utilize and leverage the local and regional transportation investments in the area. The development concepts for the corridor should positively benefit Fort Worth's tax base and job growth. Other elements such as public\green space and heat island mitigation should be included.

Task 3 DELIVERABLES

1. Planning Level Cross-Sections by context area for Berry Street and any other supporting corridors identified (e.g., backage streets, Renaissance Square, West Shore Way, and other intersecting corridors at key nodes).
2. Street Grid Connectivity for form-based code and regulating plan
3. Land Use and Economic Development Concepts for Corridor and Key Nodes, including proforma(s) and marketing materials targeted at developers.

4. Corridor Transportation Microsimulation and ArcGIS Urban/City Engine Models.
5. Smart cities and fiber infrastructure concept

TASK 4: DRAFT RECOMMENDATIONS, IMPLEMENTATION STRATEGIES, PHASING, AND FINAL PLAN

The CONSULTANT shall create near, short, medium, and long-term projects, and policy recommendations that are tailored to the needs of the stakeholder/implementing entities in the study area. Timeframes for the recommendations and implementation strategies are defined as:

- Near-Term: 1 Year or Less
- Short-Term: 2–4 years
- Medium-Term: 5–10 years
- Long-Term: 11 years or more

The \$2.5 Million in 2022 bond funds should be programmed for capitalizable projects along the corridor to be implemented before 2026.

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

- Maps, renderings, and drawings of proposed improvements and concepts
- Recommended planning-level roadway cross-sections/schematics, including fiber conduit and other smart cities components.
- Right-of-way needs map and Level-D SUE
- Phasing on projects (including interim solutions).
- Recommended mobility management solutions to include traffic flow.
- Proposed master thoroughfare plan, zoning and subdivision ordinance amendments (including the implementable form-based codes).
- Cost estimates and funding sources for proposed improvements (separated by implementer(s)).
- Final fiscal impact analyses with projected return on investment comparing the no-change scenario to full implementation of the corridor plan.
- Description of tools, timing, and partnerships needed for implementation of the corridor plan (including an adoptable form-based).
- Proposed changes to local and regional planning documents.

Task 4 DELIVERABLES

1. Final Report
2. Project List with phasing, costs, funding sources, implementation partners, descriptions, limits
3. Final cross-sections with Level D SUE and R-O-W needs
4. Catalytic Site(s) proforma(s) and marketing document(s)
5. Policy recommendations
6. All native files in usable formats (CAD, Adobe Creative Cloud, ESRI, etc.)
7. Form-based codes for the corridor, urban villages, and other key nodes including regulating plans, proposed local streets and multimodal connections, building form standards, public place standards, design standards and guidelines, and code administration sections. The form-based codes should be consistent in layout with other form-based codes used in Fort Worth.

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 proposal, 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 proposal.

The Business Equity Goal for Proposal 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 proposal and therefore, 10% of the Proposer'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 proposal.

Because a Business Equity Goal has been established for this proposal, 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 proposals from Business Equity Firms to provide goods or services at least 10 calendar days before proposal 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) 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 proposals from Business Equity Firms to provide goods or services at least 10 calendar days before proposal opening.

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 proposals from Business Equity Firms to provide goods or services at least 10 calendar days before proposal 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 Proposer Can Perform the Service and Provide all Materials on the Project as the Prime Contractor

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 proposal 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 regarding Business Equity, contact Department of Diversity & Inclusion, Business Equity Division

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