



REQUEST FOR PROPOSALS
Butler Place Access and Development Plan
(Part of the Near Eastside Transportation Initiatives)
CPN 103807

City of Fort Worth



DATE ISSUED: Friday, November 4, 2022

SOLICITATION/PROJECT NO: 103807

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

Tuesday, November 10, 2022 11:00 A.M. Central Time

Meeting Number: 2550 486 3329

Password: butler

Meeting Link:

<https://fortworthtexas.webex.com/fortworthtexas/onstage/g.php?MTID=ef28d4c23abfa5939d5c8f17858338485>

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, December 1, 2022 1:30 P.M. Central Time

TENTATIVE INTERVIEW DATES:

Week of January 9, 2023

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 Transportation and Public Works Department along with the North Central Texas Council of Governments (NCTCOG) is seeking consulting services to develop a transportation/land use coordination regulating plan that generally includes the former Butler Place Public Housing Complex, IM Terrell Academy, and adjacent area. The study will not only provide transportation and land-use coordination strategies, but develop projects to enhance access and mobility. 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.

[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.*

The scope below outlines a data-driven set of actions:

- Alternatives analysis to improve multimodal (pedestrian, bicycle, auto, transit, goods, etc.) safety, operations, and access to/from and within the study area.
- Cross-sections, plans, and other design work to move forward with funding opportunities and capital delivery.
- Strategies and recommendations for land use and built form that are conducive for multi-modal transportation investments, including potential high-speed rail and a concept for highest and best land use. This should include development of a form-based code for the area.
- Equitable housing and economic development opportunities near high-quality multi-modal transportation investments.
- Concepts and proposed mitigations for reconnecting the community's pedestrians and cyclists to job centers, entertainment centers, and other nearby neighborhoods.
- Understanding of cost-effectiveness and economic/fiscal impacts of any recommended investments or policies, including analysis on potential tax revenue if a Tax Increment Finance (TIF) zone is created
- Context sensitive project and policy solutions that enhance quality of life, equity, and environmental quality (including air quality).



Each respondent to this RFP is requested to present a proposal discussing the scope of work as described in scope of work (Part C). This RFP document is organized as follows:

A. Proposal Selection Process

This section describes the proposal submission and evaluation process. 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 Thursday, November 17, 2022 and email to

michael.landvik@fortworthtexas.gov and copy kelly.porter@fortworthtexas.gov.

Staff will not respond directly to questions 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 in the best interest of the City.

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

Interviews may be scheduled with, if any, short-listed respondent(s). If interviews are held, their scoring will be used to determine the top-ranked firm(s). Interviews may be conducted in-person



or virtually during the week of January 9, 2023. Firms invited to interview will receive a minimum of five (5) business days' notice with the interview location, time, and venue.

The top-ranked firm will be engaged by staff to commence contract negotiations. Failure to reach terms will result in rejection and staff will move to the next ranked firm. Staff will recommend that the City Council award the contract to the firm which has successfully negotiated contract terms. Written notice will be sent to the selected firm and the firms not selected. Further inquiries should be directed to michael.landvik@fortworthtexas.gov and copy kelly.porter@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 7 pages front/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, although the City may extend the contract at the project manager's discretion.

3. Responsibility and Qualifications (not to exceed 7 pages front/back)

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 (not to exceed 3 pages front/back)



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 (not to exceed 1 page)

The consultant should provide three references from past clients (two (2) of the three (3) should be public sector clients) that have provided 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 and NCTCOG have established a budget for the requested services not to exceed **\$2,500,000**. An estimated project budget should be included by task and team member hours, including any travel needs.

7. Disadvantaged Business Enterprise (DBE) Goal

In connection with receiving grants from the U. S. Department of Transportation (DOT), TxDOT, City of Fort Worth, and NCTCOG has established a goal of 8% Disadvantaged Business Enterprise (DBE) participation in its total annual third-party consulting opportunities. Each respondent is encouraged to take affirmative action and make every effort possible to use DBE firms in the performance of work under this contract. Nothing in this provision shall be construed to require the utilization of any DBE firm which is either unqualified or unavailable.

8. Title VI Requirements

Successful consultants will be required to comply with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued thereunder (49 C.F.R. part 21), and the assurances by City of Fort Worth thereto.

9. Conflict of Interests/Debarment

Proposals should state whether there is a potential conflict of interest and be cognizant of the requirement for executing a debarment certification stating that they have not been barred from doing work involving federal funds. A signed Debarment Certification will be required from the successful respondent and for each sub-consultant included as part of the proposal team.

While the above items provide a general description of what sections and information are expected in the proposal, they are not meant to limit or exclude other information from being included. Other parts of this RFP may contain requirements for information that may not be specifically mentioned in this section. Responders should include such information in their proposals.



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 proposal. 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.

10. Federal Compliance

Respondent's attention is called to the fact that any contract between City of Fort Worth and the selected team will be subject to financial assistance contracts between NCTCOG, TxDOT, and City of Fort Worth. The contract to be awarded, therefore, is subject to the terms of these agreements and will not proceed without these agreements having been duly executed. The successful respondent will be required to comply with, in addition to other provisions of the agreement, the conditions required by applicable federal regulations, including those regulations which must be documented in the proposal.

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. (20 points)
- Effective Planning Process and Outcomes – Submissions must communicate the firm'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. (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)



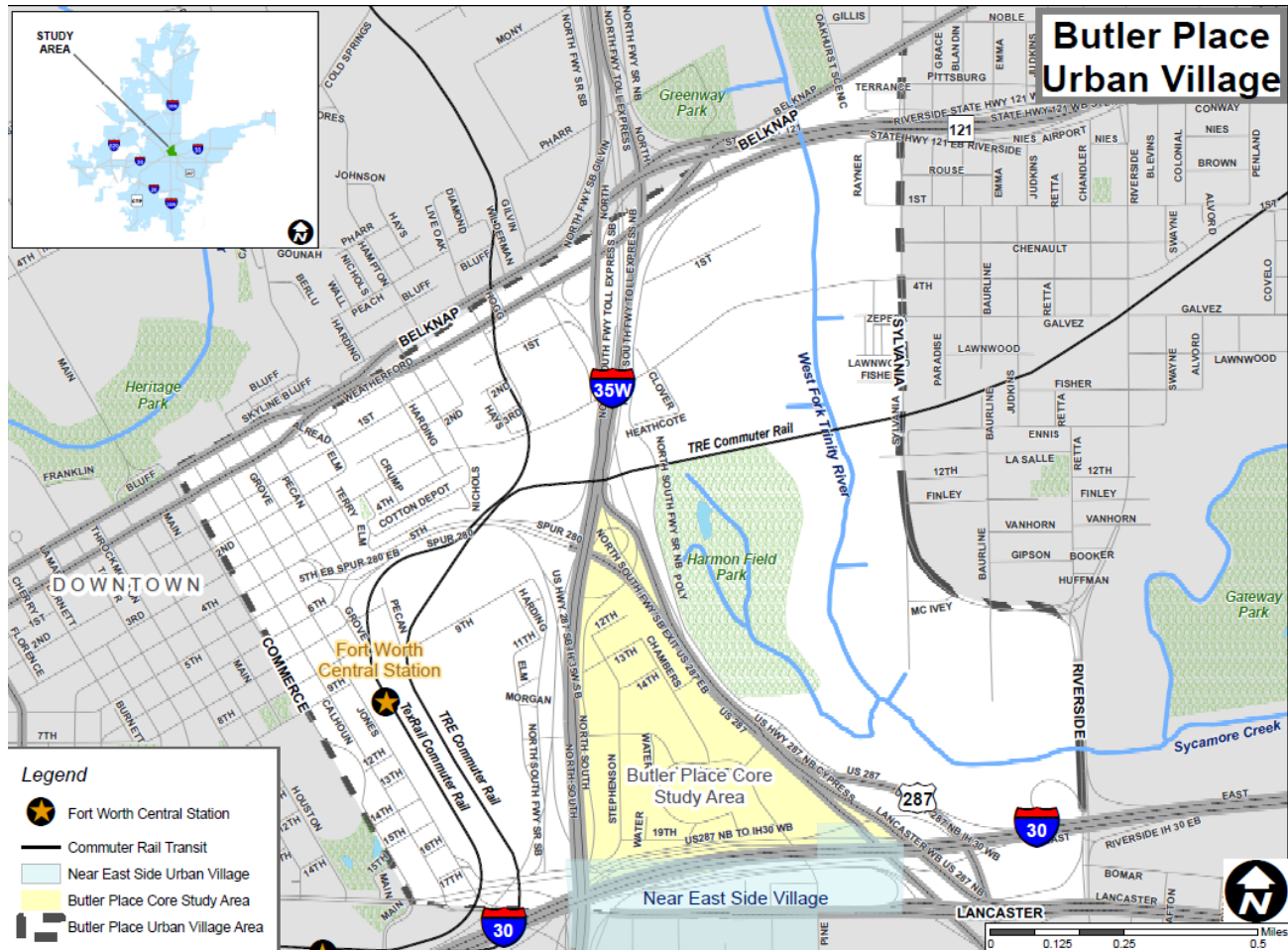
- Work Quality and References – The Consultant must have a demonstrated track record of timely performance, quality, and integrity, as evidenced by a list of client references. (15 points)
- Additional Services, Ideas, Innovation or Products - Any additional services, innovative ideas, cost-saving measures, safety-measures, products, DBE usage, etc. will be considered for their contribution to the project. (10 points)

D. SCOPE OF WORK

STUDY AREA

The study area is bound by Commerce Street on the west, Belknap Street on the north, Sylvania Avenue/Riverside Drive on the east, and Lancaster Avenue on the south. However, the core study area for project recommendations is the area including and connecting to the former Butler Housing area bound by I-30, I-35W and US 287.

FORT WORTH



CONTEXT

Butler Place was a 42-acre public housing development that opened in 1940 and expanded in the early 1960s. It was one of 52 Public Works Administration projects for low-income housing under Franklin D. Roosevelt's New Deal. The community was primarily occupied by African Americans as a result of segregated housing rules in the early part of the 20th Century. Due to the site's isolation and over concentration of poverty, to improve the living conditions for its residents, Butler Place has been vacated and residents relocated to new housing throughout the City.

The site is located in the Central City of Fort Worth, just east of Downtown. It is surrounded by three controlled access freeways (I-30, I-35W, and US 287) which have essentially turned it into an island. It is connected to other parts of the City by 19th Street to the west, Luella Street to the south, and Chambers Street to the east. Although the site area is surrounded by freeways and isolated, it has multiple assets including being a place of historic cultural significance with close proximity to parks and trails, jobs in Downtown Fort Worth, and access to regional transportation facilities.



Fort Worth Housing Solutions (designated housing authority) owns most of the land in the core of the study area and intends to sell the land for development. This study is the first phase of work as part of a greater implementation project. This phase includes transportation/land use analysis and project development being funded by the North Central Texas Council of Governments (NCTCOG). The land use concept will help the City and partners better understand what suite of transportation improvements are appropriate and to understand the highest and best land uses in order to maximize taxable value while also supporting equitable opportunities in housing and economic development. A TIF district is planned for the area, in which some of the proceeds from the increment will be used to repay NCTCOG for construction costs and go towards other regionally significant improvements.

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

ASSOCIATED TASKS (Tasks 0 – 4)

Task 0 - Project Management

Task 1 - Public/Stakeholder Engagement

Task 2 - Discovery, Existing/Baseline Conditions, and Needs Assessment

Task 3 - Concept Plan and Transportation Alternative Analysis

Task 4 – Project Development, Project Prioritization, Form-Based Code and, Final Report

PROJECT DURATION

This project is expected to take 12 months but the contract duration will be for 18 months, this includes time needed for plan adoption.

CONSULTANT NEEDS

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

Please note this is a comprehensive transportation planning study meant to provide upstream project transportation development, community outreach, form-based code, and other items identified in the scope. This study does not require sealing by a professional engineer or architect.

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 make progress on the work. For purposes



of this scope, the City's project manager is Kelly Porter, Assistant Director – Transportation and Public Works. 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

- 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.

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. 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. 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 0-5.
2. Monthly invoices and detailed narrative progress reports in accordance with City requirements.
3. Copies of sub-consultant contracts.

TASK 1 – PUBLIC AND STAKEHOLDER OUTREACH

The CONSULTANT will work with the City 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 public and stakeholder participation plan shall include but is not limited to the following:

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

An existing Butler Advisory Committee was previously established and should be used as a basis for the formation of this group. There are 15 members currently on the committee, however for purposes of this study should not exceed nine (9) members. Proposals may include alternative committee and subcommittee structures that may be better suited to continue dialogue and incorporate additional feedback. At minimum, Fort Worth Housing Solutions, FWISD, Trinity Metro, Downtown Fort Worth Inc., and existing committee members should be included as part of any new structure.

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 five 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.

1.2 - Public Open Houses (Minimum of Four)

Public Open Houses will be held at integral points during the study pursuant to the approved schedule to gain the perspective area residents, businesses and other entities or of 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, 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.



1.3 - Targeted Outreach

Outreach will be conducted to ensure vulnerable/Justice 40 populations are represented in the planning efforts. Vulnerable/Justice 40 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 elicit feedback from elected officials, other groups and 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 to a project webpage. The CONSULTANT may suggest to City, and upon approval, develop additional outreach methods relevant to the study area.

Task 1 - DELIVERABLES

1. Public Participation 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. Content for posting on the project website/page.

TASK 2 - DISCOVERY, EXISTING/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 area. There are several plans, studies, policies and projects are relevant to the study area, including but not limited to:

- Butler Place - A Community Workshop about Preservation, Community, & Development Report (2019)
- Butler Circulation Analysis
- Fort Worth High-Speed Rail Station Study (2017)
- Dallas to Fort Worth High-Speed Rail Pre-Environmental Study (Ongoing)
- City of Fort Worth Comprehensive Plan (2020)
- City of Fort Worth Master Thoroughfare Plan (2016)
- City of Fort Worth Urban Villages Concept
- 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)



- East Lancaster Complete Streets Study
- East Lancaster Bus-Rapid Transit Project
- Texas A&M Downtown Campus Expansion
- Fort Worth Convention Center Expansion Plan
- Near Eastside Urban Village Masterplan
- NCTCOG Mobility 2045
- NCTCOG Dallas to Fort Worth High-Speed Rail Connections
- Interstate 35W Improvements (I-30 to SH 121)
- Tower 55 Improvements
- 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, and 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. Specific tasks that shall be examined as part of both plan but shall not be limited to:

- Street grid connectivity and barriers analysis
- Utility locations
- Safety and crashes, including High-Injury Network
- Current area development projects
- Housing market conditions analysis (market vs needs)
- Retail market conditions analysis
- Traffic counts and operations analysis
- Driveway and access assessment
- Pedestrian, bicycle, transit and vehicle safety analysis
- Traffic signal analysis
- Environmental resource assessment (Floodplain, stormwater, heat island, etc)
- Historical and cultural assets
- Intersection analysis
- Roadway design and loading
- Sidewalk inventory
- Pedestrian and bicycle safety analysis
- Land suitability analysis (including topography and soil plasticity)
- Land use susceptibility to change analysis
- Emergency response times
- Air quality assessment



- Additional tasks for requested by the City

Butler Place (core study area) currently does not have any residents and only a few public institutions. Therefore, traffic is minimal for the core of the study area. Historical counts or professional estimates/judgement will have to be used in the core of the study area. However, traffic data will be useful while looking at the rest of the study area. The existing weekday AM and PM peak hour operating conditions at the study area roadways and intersections. This step will be done to calibrate the models and provide a baseline for evaluating the alternativesolutions. Documentation of methodology used in projecting traffic volumes in the area will be made available in the appendix. A volume stick diagram showing projected 2023, 2036, and 2045 volumes for the AM peak, PM peak, and full day will be provided as an appendix.

TASK 2 - DELIVERABLES

1. Existing/Baseline Conditions and Needs Assessment Report
2. Future Volume Diagrams (as appendices to the report)
3. ArcGIS Urban Model

TASK 3 - CONCEPT PLAN AND ALTERNATIVES ANALYSIS

The CONSULTANT shall prepare draft conceptual plans and alternatives based on the existing conditions and needs assessment. 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. It 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 impact to the City. Specific concept elements and supporting analysis should include but not limited to:

- **Circulation and Connectivity** - Develop a multimodal connectivity plan. The concept shall address multimodal transportation connections within the core study area, and between Downtown and adjacent neighborhoods. Specific attention will be given to connectivity across I-30, I-35W, US 287, the railroad yards, the Trinity River, and the A&M/Central Station/Convention Center area. This should include improvements to the pedestrian and bicycle realm, streetscapes, intersection improvements, operations, street grid, and transit access.

As part of this analysis the CONSULTANT shall develop daily and peak hour 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 alternatives. Volumes will be projected for the future years consistent with NCTCOG models. It is assumed that the year 2023 projections may include the any modifications to intersections, street grid, off/onramps, etc. A preferred alternative will be recommended based on this analysis. Network and corridor level-modeling will be used to evaluate each alternative. VISSIM (or a similar tool) may be utilized to create a more detailed analysis the preferred alternative. The analysis will be calibrated to existing conditions and run for the future year model. Videos may be produced for use with the public and other stakeholders.

- **Land Use** - Identify opportunities for context sensitive, mixed-use infill consistent with the Urban Villages program that create a multimodal, safe, comfortable, and vibrant environment, destination, 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 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 two, and include a catalytic concept on a site in the study with a pro-forma, along with a potential fiscal impacts. Fiscal impacts should include potential Tax Increment Financing Revenue.
- **Environment and Place**
Develop concepts for infrastructure design that enhance environmental quality, including construction materials, storm water infrastructure, heat island mitigation, landscaping, 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 demonstrate elements value of this historic community. The placemaking concept shall include provisions for wayfinding and branding of the area.

*The Urban Village Concept Plan should include leveraging regional transportation improvements including surrounding roadways, transit, trails, Amtrak and potential for a high-speed rail terminus nearby.



TASK 3 - DELIVERABLES:

1. Completed concept plan report narrative with graphics and methodology.
2. Visualizations for alternatives.
3. Street grid and access alternatives with a preferred approach, inclusive of ped/bike and transit.
4. Proposed roadway cross-sections
5. Catalytic project case study with visuals.
6. Land use plan with draft form code
7. Fiscal impact analysis, and figures for services, jobs and housing creation.
8. Risk analysis for preferred transportation concept (e.g. utilities, topography, etc.).
9. Any raw traffic data should be included in the appendix.

TASK 4 – PROJECT DEVELOPMENT, PROJECT PRIORITIZATION, AND FINAL REPORT

The CONSULTANT shall create near, 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:

- Near-Term: Less than 1 year
- Short-Term: 1 – 4 years
- Medium-Term: 5 – 10 years
- Long-Term: 11 – 20 years
- Vision (Unconstrained): 21 years +

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

- Maps, renderings, and drawings of proposed improvements and concepts, including ArcGIS Urban model.
- Recommended planning-level roadway sections/schematics (with risk mitigation strategies).
- Recommended multi-modal mobility management solutions to include traffic flow, operations, and access plan.
- Potential NEPA classifications for each relevant project, along with documentation of any potential environmental commitments from partners.
- 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.
- Implementable form-based code with transportation elements and other zoning needs.
- Amendments to local and regional transportation and other planning documents.



4.1 – PROJECT SELECTION

The CONSULTANT shall develop a set of criteria to assist in evaluating each improvement concept using local and regional criteria as a guide. Categories such as safety, VMT, travel times, right-of-way, socio-economic impacts/benefits, tax revenue, health impacts, environmental impacts, pedestrian/bicyclist 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.

4.2 – PLANNING LEVEL CONCEPT DESIGN

The planning-level concept design should clearly indicate the improvements and construction anticipated for the project or provide sufficient information and alternatives so that a clear direction for subsequent phases can be determined. Prepare the concept design to City of Fort Worth standards including paving plan/profile, typical sections, intersection traffic data, potential right-of-way and easement needs/locations, and planning-level costs estimates. The concept design should incorporate all items outlined in the Scope of work. The Planning-Level Design documents may be submitted in booklet form or as plans with other narrative materials, whichever best presents and conveys the necessary information. The planning-level design should be presented with sufficient information to allow a reviewer to fully understand the main design concepts. The concept plan for the Butler Place Core Study Area should include the following at a minimum:

- Site plan of the project showing location of all buildings, roads, parks, parking and landscape elements.
- Clear delineation of the project limits
- Preliminary spot elevations
- Existing utilities noted to Subsurface Utility Engineering Quality Level D
 - Conduct appropriate investigations (e.g., owner records, County/CITY records, personal interviews, visual inspections, etc.), to help identify utility owners that may have facilities within the project limits or that may be affected by the project.
 - Collect applicable records (e.g., utility owner base maps, “as built” or record drawings, permit records, field notes, geographic information system data, oral histories, etc.) on the existence and approximate location of existing involved utilities.
 - Review records for: evidence or indication of additional available records; duplicate or conflicting information; need for clarification.
 - Develop SUE plan sheets and transfer information on all involved utilities to appropriate design plan sheets, electronic files, and/or other



documents as required. Exercise professional judgment to resolve conflicting information. For information depicted, indicate: utility type and ownership; date of depiction; quality level(s); end points of any utility data; line status (e.g., active, abandoned, out of service); line size and condition; number of jointly buried cables; and encasement.

- Site Drainage, storm water removal or detention noted
- Aesthetic Concept Design Elements – prepare a planning-level design showing the layout of all potential items including pedestrian/bicycle facility alignments, intersection pavement treatments, noise wall aesthetics, median and parkway only landscape layouts and plant materials options
- Retaining wall layouts

4.3 - FINAL REPORT, PROJECT LIST, AND RECCOMENDATIONS

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 planning-level schematics;
- Planning –level Roadway layout and planning-level schematics (with fatal flaw analysis on ROW and utilities);
- Final form-based code ready for implementation
- Discussion of any concepts considered but eliminated;
- Description of the planning process and outreach activities, along with summary of input;
- 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 benefits;
- Prioritized project and policy list (with estimated costs, description, limits/location, and implementation timeframe);
- Narrative on impacts and benefits to vulnerable and Justice 40 populations;
- Health impact analysis on plan recommendations;
- Recommended zoning and subdivision needs for implementation;
- Any additional content deemed necessary, detailed methodology and raw data should be included in an appendix



TASK 4 - DELIVERABLES

1. Base maps showing the location, layout, and typical sections for each concept considered (one high resolution, reproducible digital copy).
2. Planning-level schematic layouts for roadway and other relevant concepts.
3. 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.
4. Form-Based Code text and graphics ready for adoption
5. Catalytic project implementation marketing brief
6. 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.
7. 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 deliver of process to maintain data.

Any additional content deemed necessary by the City.