



REQUEST FOR PROPOSALS
Citywide Master Transportation Plan
CPN 104860

City of Fort Worth



DATE ISSUED: Thursday, July 13, 2023

SOLICITATION/PROJECT NO: 104860

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

Monday, July 24, 2023, 11:00 A.M. Central Time

Meeting Number: 2552 990 3212

Password: citywide

Meeting Link:

<https://fortworthtexas.webex.com/fortworthtexas/jp?MTID=m5bc611039d6bf64476138701e644db6b>

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 Seventeen (17) copies.

One (1) electronic in PDF Format on USB.

PROPOSAL DUE PRIOR TO:

Thursday, August 17, 2023, 1:30 P.M. Central Time

TENTATIVE INTERVIEW DATES:

Thursday, September 7, 2023

SEND QUESTIONS TO:

Kelly Porter, AICP

Assistant Director

Transportation and Public Works Department

Regional Transportation and Innovation Division

EMAIL: kelly.porter@fortworthtexas.gov and copy

michael.landvik@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 MASTER TRANSPORTATION PLAN

“MOVING A MILLION”

BACKGROUND AND PURPOSE

Fort Worth is the 12th largest City in the United States and is growing at a rate of 20 to 25 thousand new residents each year. This rapid growth creates challenges in keeping up with the transportation infrastructure, funding needs, and project delivery necessary to minimize congestion, support economic development, maximize operational efficiencies, technological advances; while maintaining the safe operation of the network for the traveling public. While the City of Fort Worth has multiple individual transportation related plans, the City does not have a comprehensive Master Transportation Plan and Project Program. The establishment of a Master Transportation Plan will provide the necessary foundational policies and guidelines by which the City can effectively “move” forward. This plan will have a horizon year of 2050 to coincide with the updated Comprehensive Plan, upcoming Vision Zero Safety Action Plan, and NCTCOG’s Metropolitan Transportation Plan cycle.

The following elements should guide the Proposer’s responses:

- a. Develop clear goals and objectives for priority transportation over the next 20 to 25 years, and vet projects for inclusion in future bond cycles as well as federal and state programs.
- b. Establish multi-modal networks for safe, equitable, and effective transport of pedestrians, cyclists, autos, micromobility (including airborne), freight, and mass transit.
- c. Accommodate projected geographic and population growth.
- d. Improve safety (in support of Vision Zero), minimize congestion, and create regional connectivity.
- e. Develop processes and strategies to optimize public-private partnership opportunities.
- f. Identify and develop potential funding options and strategies for system enhancement, ADA compliance, and state of good repair.
- g. Gather and consider other priorities voiced by the public during the plan’s public outreach and engagement process.
- h. Develop a prioritized program of multimodal projects with clear limits, descriptions, funding sources, cost estimates, and start dates.
- i. Prioritize projects based on needs and potential leveraging of other projects being implemented across departments and agencies for efficiency.
- j. Develop a reasonable financial forecast based on current and potentially new revenues/sources, such as the development of an adoptable transportation user fee, bond, TIP, and other funding cycles.



- k. Coordinate city policies that impact transportation and land use such as zoning and subdivision regulation.
- l. Integrate smart cities and technology strategies with viable projects and policies for programming and implementation of plan goals.

Each respondent is requested to present a proposal that addresses tasks described in the 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 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. PROPOSAL SELECTION PROCESS

The City will not reimburse proposers 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, July 24, 2023 by 5:00 pm, and email to kelly.porter@fortworthtexas.gov, copy michael.landvik@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 RFP 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 proposal to be satisfactory, an interview may be scheduled with the short-listed respondent(s). This interview may be conducted in-person or virtually Thursday, September 6, 2023 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 kelly.porter@fortworthtexas.gov.



B. PROPOSAL REQUIREMENTS

Proposals 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 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 6 pages front and back)

The CONSULTANT should outline their approach consistent with the tasks outlined in the RFP scope of work. A recommended methodology for successful completion of each task identified in the RFP should be included, along with demonstration within project timeframe. Graphics are encouraged with the accompanying narrative for brevity. The planning process and contract should be completed within **24 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 (not to exceed 5 pages front and 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 the 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 5 pages front and back)

Describe only relevant project and professional experience for personnel who will be actively engaged in the project (e.g., multimodal transportation, programming public finance, capital planning/programming, and travel demand modeling). Supply the project title, year, relevant scope elements, and client contact information. Please supply experience after 2016.

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	Project Name
Title	Email
Agency	Phone number



6. Budget

City of Fort Worth has established a budget for the requested services not to exceed **\$2,200,000**. 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 Business Equity Ordinance #25165-10-2021 (PLEASE SEE SECTION D. Business Equity Provisions)

A business equity goal of **15%** has been established for this RFP. Please see below, "Instructions to Proposers About the Business Equity Goal."

8. 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.



C. PROPOSAL EVALUATION CRITERIA

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

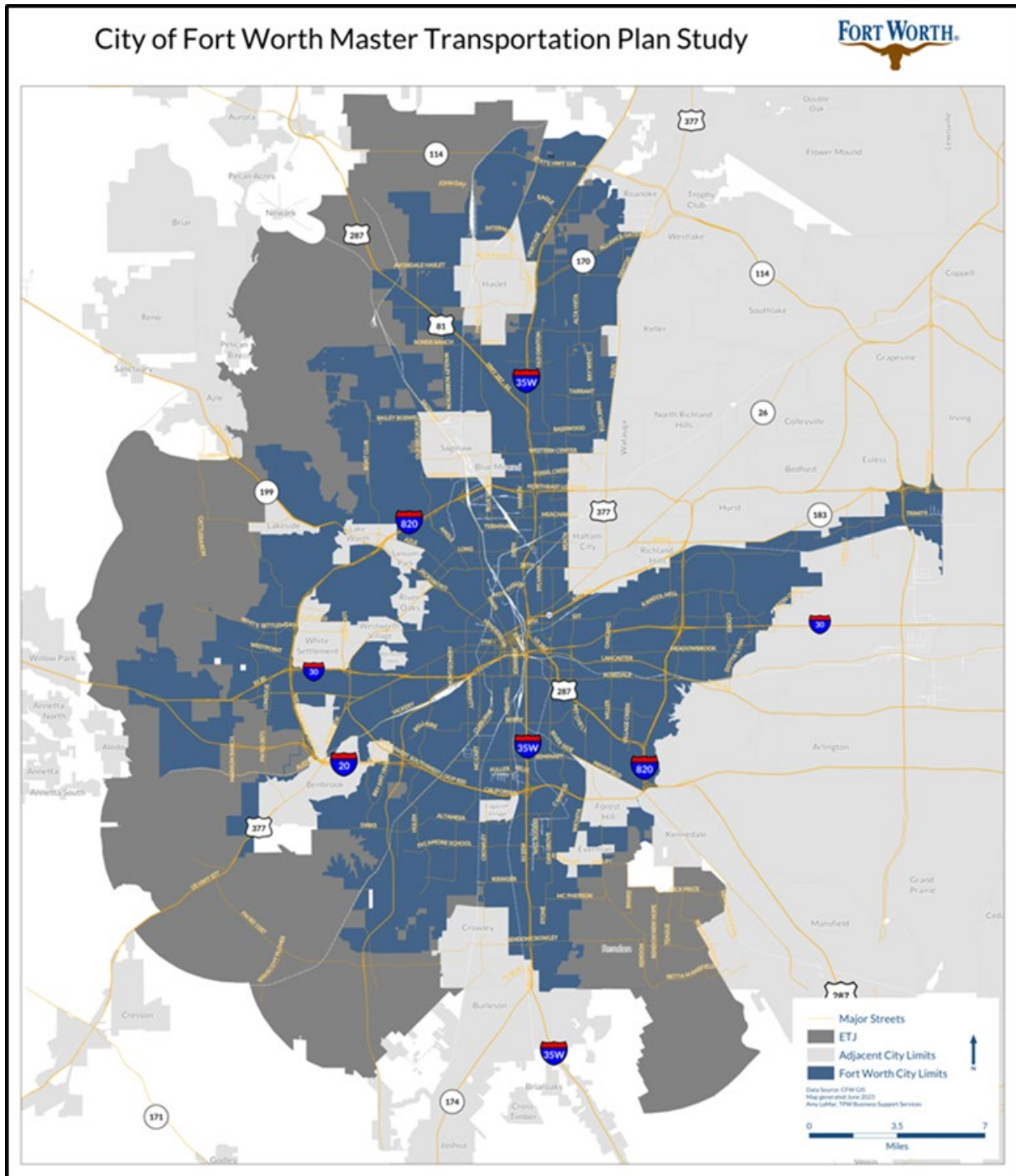
- Previous Experience – Submissions will be assessed on prior experience of the firm in the subject areas covered in the scope of work. Any work on similar type projects needs to be documented to validate this understanding. Similar work includes but is not limited to: transportation finance, capital programs, travel demand modeling, land use coordination, multi-modal smart cities, and policy development. (20 points)
- Effective Planning Process and Project Development Outcomes – Submissions must communicate the team’s approach through understanding of all tasks involved in the scope of the work. The proposal should also include a timeline and action steps demonstrating completion of task within the allotted project timeframe, associated methods, and relevant deliverables that expedite continuing project development and delivery. Outreach method integration will be strongly considered. (30 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, etc. will be considered for their contribution to the project. (5 points)



D. PROJECT SCOPE OF WORK BY TASKS

STUDY AREA

Fort Worth City Limits and Extraterritorial Jurisdiction (ETJ), inclusive of the 20 – 25-year planned development areas. The plan should be coordinated with any regional work being completed by adjacent local governments, NCTCOG, transit agencies, and TxDOT. The budget for this plan is **\$2,200,000**.





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. 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. 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 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

- 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

0.3 - Schedule

Work is to begin upon the execution of a Notice to Proceed from the City and is expected to take **18 months, the contract will be for 24-month term**. 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 24-month completion timeframe and All required items within Tasks 0-4.
2. Monthly invoices and detailed narrative progress report accordant with City requirements.
3. Copies of sub-consultant contracts.
4. Meeting notes.

TASK 1 - OUTREACH AND ENGAGEMENT

The Master Transportation Plan is a first of its kind effort for the City of Fort Worth and will require robust stakeholder and public outreach. The CONSULTANT will work with City staff to develop a comprehensive and inclusive public participation plan (PPP) that will lead to meaningful participation of various stakeholders. At key points, Master Transportation Plan and Comprehensive Safety Action Plan outreach initiatives will be coordinated and/or collocated to leverage public feedback opportunities between the two efforts. The PPP should include, but is not limited to, the following subtasks:

1.1 - Develop Draft Vision, Goals, and Objectives for the Plan

This task will develop the vision, goals, and objectives for the Master Transportation Plan. These will be developed that will enable the Plan to address future travel demand of all modes of transportation using the multimodal network; effective land use and transportation integration; coordinated uses of technology and traffic management; efficient and safe local goods movement and delivery; and improved travel safety, economic development, regional connectivity, growth management, and financial planning.

1.2 – Transportation Advisory Committees (TAC) (Technical and Community)

The Transportation Advisory Committees will be bicameral, and made up of a technical committee geared towards public agencies such as TxDOT, counties and NCTCOG, the development community, educational institutions, freight interest, and other implementing entities. A community-based committee will be made up of a representative from one of each of the eleven (11) council districts, at least one student/youth, and representatives from community-based groups. Neither committee will exceed 15 members.

The TAC will vet study recommendations, provide data, participate in outreach, and champion the plan. Any materials to be presented to the TAC should be provided at least five (5) days in advance of the meeting to ensure that TAC members have adequate time to review the materials prior to each meeting. The TAC is expected to meet a minimum of six (6) times to coincide with the project kick-off and each task of the planning process outlined in this scope.

1.3 – Public Open Houses

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. Should COVID-19 protocols become necessary, 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. A minimum of three (3) rounds of in-person meetings should be held in each of the 11 Council Districts and at least 3 virtual citywide meetings.

1.4 – Community Meetings and Small Group briefings

The CONSULTANT team will collaborate with the City’s project management team to determine appropriate attendance and participation at community events and small group briefings such as area community-based organizations, farmer’s markets, neighborhood associations, events, community alliances, and civic clubs (e.g., Rotary, PTA, etc) as an additional way to engage the public. The CONSULTANT will facilitate and provide support personnel and exhibits for these events that are the same or similar to those used at public meetings. The CONSULTANT will collaborate with the City to coordinate necessary logistics for the community events and briefings. Throughout the project, if the City determines there is a need for public outreach materials to be advertised or produced in a language other than English and Spanish, the CONSULTANT will produce print and electronic materials in up to three languages that are prevalent in the target area.

1.5 - 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 will 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. Psychographic profiles should be developed; identify at least 10 types of system users based on differing mobility needs, abilities, geography, and background.

1.6 - Project Web Site and Other Methods

The CONSULTANT shall be responsible for working with the City to provide content for a public project webpage including a project overview, post meeting virtual public meetings, and surveys. The CONSULTANT may suggest to the City, upon approval, additional outreach methods relevant to the planning effort.

TASK 1 - DELIVERABLES

1. Public Participation Plan and proposed public meeting schedule.
2. Vision, goals, objectives, and metrics.
3. Any survey, questionnaires, comment cards, letters, and any other materials with associated feedback/results provided to the City.
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. Bi-weekly engagement reports which include current status of all engagement planning, logistics, promotion, and stakeholder data and feedback.
7. Publish ready content for posting on the project website/ social media sites.



8. Additional marketing efforts (signage, social media posts, field engagement) as needed to meet minimum engagement goals.

TASK 2 – DISCOVERY, EXISTING CONDITIONS, AND NEEDS ASSESSMENT

The CONSULTANT shall review and evaluate current local, state, and regional plans, policies, and data relevant to the city’s transportation network, assets, and financial components. Review and identify the various programs and policies that impact the city’s transportation network in terms of safety, performance, connectivity, operations, and access.

- Policy and Processes – review and analyze policies and regulations that help shape the built environment as it relates to a regional transportation network such as thoroughfare amendments/waivers, zoning ordinance/map, future land use map, form-based codes, subdivision regulations, development review/traffic impacts, developments of regional impacts, infrastructure design manual, complete streets, transit routes, technology, state of good repair, and access management policies.
- Programs – review and analyze programs that support a transportation network such as safety, transportation demand management, technology, incident management, maintenance, bond projects (city and counties), urban villages, open space, and micromobility.
- Plans – The following list of plans and documents is only a sample of the many relevant documents that shall be included as part of this analysis.

It is expected that the CONSULTANT will complete an exhaustive discovery period to identify related documents included but not limited to the table below:

2023 Fort Worth Comprehensive Plan	NCTCOG 2045 Mobility Plan
2019 Fort Worth Master Thoroughfare Plan	NCTCOG NW and SW Subregional Plans (upcoming)
2019 Fort Worth Active Transportation Plan	NCTCOG UPWP and TIP
TPW Roadway Safety Audits	Trinity Metro – A Better Connection Bus Network
East Central Transportation Plan	Fort Worth Airport Masterplans
East Berry Street Corridor Plan (in progress)	NCTCOG Carswell Joint Reserve Base Study
McCart Avenue Corridor Plan (upcoming)	Fort Worth Race and Culture Task Force Report
Stop Six/Cavile Place Transportation Projects	Trinity River Vision/Panther Island
Butler Place Development and Access Plan	TxDOT Corridor Studies
Fort Worth Urban Forestry Master Plan	Comprehensive Safety Action Plan (upcoming)
Fort Worth Parks Masterplan (upcoming)	Fort Worth Fiber Masterplan

2.1 - Data Review

- Identify areas where vulnerable and Justice 40 populations are located, in addition to highlighting specific demographic characteristics and mobility needs for each identified area. Vulnerable populations should include Justice 40 populations, seniors, school-aged children, persons with disabilities, zero-car households, and populations with limited English



proficiency.

- Current and 2045 forecasted land use and demographics including activity densities (jobs/residents and daytime or special population surges).
- Develop detailed analysis of development patterns, access points, pedestrian/bicycle conditions and access, and parking with special focus on the identified major corridors, activity centers, and trip generators.
- Analysis of street grid connectivity and intersection density (this should include the entire network along with, intersection, interchange, bottleneck, and operational issues).
- Federal functional classification system.
- Analysis of current railroad at-grade crossings and potential crossings.
- Compilation of available data on existing traffic operations such as daily and peak-hour traffic volumes, turning movement counts, and recent traffic impact studies.
- Compile existing and proposed transit data and/or plans from applicable transit agencies to include ridership, route information, frequency, fares, travel times, and service plans (Trinity Metro).
- Pertinent data on existing and planned major utility corridors and freight facilities.
- Hot spot crash locations and high injury network.
- Redundancy/alternative routes to/from and emergency response.
- Assess the ability of the current system to facilitate emergency evacuations and other responses to natural and/or manmade disasters (e.g., wildfire, flash-floods, long-track tornadoes, hazmat incidence, etc).
- Conduct a land suitability (soil plasticity) and environmental constraints analysis.
- Air quality data, including greenhouse gas emissions.
- Water quality and supply data, specifically as it pertains to impacts on impervious cover.
- Stormwater/drainage data such as FEMA floodplains and non-FEMA flood risk mapping, road/vehicle reported flooding incidents, high water warning flasher locations and hazardous road overtopping locations to consider in cost estimates, prioritization, etc.

2.2 – Technology (Smart Cities)

The CONSULTANT will review new technologies and processes the City is using, based on the needs addressed in Task 2. Factors such as safety, operations, state of good repair, governmental transparency, equity, cost savings, lifecycle costs, information access, and durability should be considered.

2.3 – Financial Review

Review the city’s current and projected transportation financial picture, this should include but is not limited to:

- Operation and maintenance costs of current transportation system
- Transportation revenues and associated policies of those financial instruments
- Current funding sources and associated eligible uses (including dollar amounts)
- Asset and liability analysis (depreciation of and capitalizing the system)

2.4 - Baseline Network



The CONSULTANT will work with the City to develop a network and system baseline performance and gap analysis, based on the information collected during the discovery period. The gap analysis should be based on deviation from plan goals and performance targets. This analysis should:

- Initial understanding of the strengths, opportunities, and challenges in the city's transportation network in terms of policies, funding, and connectivity, state of repair, and state of technology
- Condition of current infrastructure, system and policy
- Assess current operations (this should be modeled)
- Assess functionality of the current street, transit, active transportation, and freight network
- Assess current and projected demands (future demands based on project trip generation in model)
- Estimate the impacts of local streets system, addressing connectivity and continuity

TASK 2 - DELIVERABLES

Draft discovery and needs assessment chapter on the baseline network/mobility conditions review should include photographs, maps, graphs, and charts summarizing the existing conditions of the current transportation system, with key issues identified (including safety, connectivity, policy gaps, bottlenecks, operational issues and interchange/intersection deficiencies) including potential technologies and related policy recommendations to implement these technologies.

This section in the report to include the aforementioned information in Task 2.

TASK 3 – PERFORMANCE MEASURES

This task will develop a set of performance measures that will be used to evaluate the multimodal transportation network consistent with established goals and objectives, and assess the network's existing and future performance. While most of the performance measures are anticipated to be quantifiable, qualitative measures can also be included if they better represent the performance assessment of a particular function. These performance measures must be developed in coordination with funding authorities such as NCTCOG, TxDOT, and USDOT.

3.1 – Performance Measure Categories

Metric categories that should be considered include but are not limited to:

- Safety and Accessibility
- Security of the transportation system, including system redundancy and circulation
- Connectivity
- Mobility and Access (including mode split)
- Integration and connectivity of the transportation system, across and between modes for people and freight
- System management and operation
- Technology
- Congestion
- Economic benefit
- Environmental impact and enhancement (air, water, and land quality, human impact, etc.)
- Equity



- Energy/Fuel
- Cost Benefit

3.2 – Performance Benchmarks

The CONSULTANT should create a benchmarking report, which includes a scorecard, to see how the city compares to similar sized North American communities, but not limited to aforementioned performance measures and targets.

TASK 3 – DELIVERABLES

1. Draft chapter documenting the list of performance measures and development methodology, and data sources for use in determining system performance and to evaluate projects. Utilize tables, graphs, charts and/or infographics to display performance measure data.
2. Performance benchmarks showing the cities current performance on metrics compared to its peers.

TASK 4 – DEVELOP GAP ANALYSIS AND UNCONSTRAINED NEEDS NETWORK

The CONSULTANT will develop an illustrative multimodal network which will include multimodal transportation needs for the City. A gap analysis based on the information collected during the discovery period. The gap analysis should be based on deviation from plan goals, performance targets, and identified needs.

An illustrative network will include a mapped inventory of identified needs to address system gaps and enhance regional connections, minimize barriers, remove bottlenecks, and improve access between and within destinations around the city and region. Development of this network will utilize available demographic information, development trends, asset condition, traffic data, and incorporate an analysis of adjacent land uses and zoning. The draft illustrative network will highlight system gaps as well as practical operational improvement opportunities. This will be developed along with future travel characteristics and volumes, based on an analysis of demand and potential capacity.

4.1 – Illustrative Network and System Gaps/Deficiencies

The draft illustrative network will highlight system gaps/deficiencies. The CONSULTANT will develop gap/deficiency maps that will serve as a starting point for partners when developing components of the plan. Development of these maps will utilize available development trends, and traffic data, operations, bottlenecks, state of good repair, and incorporate an analysis of adjacent land uses and zoning.

4.2 – Refined Illustrative Network and System

Based on Task 4.1, the CONSULTANT will develop illustrative multimodal draft network maps that will serve as a starting point for partners when developing project-level components of the plan. Performance measures and benchmarks will be used to determine, based on identified needs, which segments in the illustrative network analysis have the highest cost-benefit to network users and the City.



4.3 – Policy Gaps and Deficiencies

The CONSULTANT will develop draft policy and amendments based on work completed in Tasks 2 and

3. This may include but not limited to topics such as:

- Transportation Demand Management
- Autonomous/Semi-autonomous ground or aerial vehicles for passengers or delivery, etc
- Transportation System Management and Operations (TSMO) concepts such as transportation demand, inclement weather, work zone, and special events management
- Truck delivery routes and requirements/restrictions
- Curbside loading and unloading; parking demand management
- Parking (off-street) and on-street practices and program policy
- Preventative maintenance
- Network climate resilience (air, land, water)
- Land use/zoning, subdivision, and economic development, in terms of how the public street network interfaces with the private built environment and economic development goals, with particular emphasis on the city's Urban Villages, Mixed Use Growth Centers, and Developments of Regional Impact
- Project Selection Criteria for Capital Investments

TASK 4 – DELIVERABLES

1. Technical report to include system gaps, expansion opportunities and illustrative projects list.
2. Illustrative and Refined Multimodal Network Maps with supporting land use assumptions.
3. Draft new set of policies and amendments for review.
4. Recommendations for TxDOT Turnback.

TASK 5 – FINANCIAL REVENUE ENHANCEMENTS WITH FORECAST

The CONSULTANT will review current transportation expenditures with corresponding existing funding sources and mechanisms as well as projected funding needs and sources, this will also include the exploration of additional revenue enhancements and related policy recommendations.

5.1 – Funding Forecast

Assess current and 25 - year projected funding needs and create a financial profile with associated funding sources by activity including planning, design, right-of-way acquisition, utility relocation, construction, maintenance and operations.

5.2 – Transportation User Fee

Research and create a Transportation User Fee policy for adoption with the MTP, task should include but is not limited to:

- Review of Internal Funding Need Assessments and current funding gaps.
- Policy recommendations including a Transportation User Fee policy for Council adoption
- Develop a methodology for fee assessment
- Recommendations for fee collection and allocation processes and policies
- Forecasted funding scenarios for internal and external communication



- Recommendations for potential user fee exemptions
- Recommendations for staffing to implement and manage revenues

5.3 – Other Revenue Enhancements

A list of potential revenue enhancements with projected revenues. A review of revenue enhancements from peer cities including best practices and related policies

TASK 5 - DELIVERABLES

1. A 25–year funding profile to include projected life-cycle costs, revenues and funding sources.
2. Transportation User Fee Draft Policy for adoption and supporting data for communication.
3. Technical memo to include recommended revenue enhancements with best practices from peer city reviews and policy recommendations for adoption.

TASK 6 – PRIORITIZED PROJECT LIST (FISCALLY-CONSTRAINED) AND ADOPTABLE POLICY AMENDMENTS

The project list and policy amendments will document the phasing and timing of identified improvements by transportation mode and supportive operational program and strategies from Task 4 to prioritize improvements. The prioritization process should be driven by clearly defined project selection criteria developed from the performance measures and public process. Cost-effectiveness should also consider leveraging with other major infrastructure capital projects such as including those internal to the city (e.g. water and parks) and with other regional partners like NCTCOG, TxDOT, Counties, and the private sector. Private lead arterial development should be evaluated and anticipated in the project list.

The CONSULTANT shall create near, short, medium, and long-term projects program and policy recommendations from the ranking completed of projects screened through the project selection criteria. This includes but is not limited to:

- Prioritized list of projects and policies for the
 - Near term (less than 1 year)
 - Short-term (1-4 years)
 - Medium-term (5-10 years)
 - Long-term (11-25 years)
 - By year of expenditure, phase (project development, engineering, construction), cost estimates/funding sources for proposed improvements (separated by implementer(s)), clear limits, and project description.
- Analysis and narrative report of plan performance
- Key recommended changes or additions to subdivision regulations local connectivity functional class based on trip purpose, and other adoptable policy (new and amended)
- Key recommended changes or additions to infrastructure design manual
- Preferred set of financially constrained timelines that optimize system performance
- Map and list of prioritized improvements and concepts (including facilities, interchanges and intersections, and interim cross sections)



TASK 6 – FINAL DELIVERABLES

1. Project selection criteria
2. Final Plan including all supporting report narratives (chapters), visuals, and described deliverables from each task. The reports associated with each task will be combined to form the chapters of the Final Plan and appendices.
3. Technical memoranda documenting the implementation and financial plan.
4. Four or five-year list of priority projects and programs, including costs, funding sources (allocated and/or potential) and schedules.
4. All associated graphics, spreadsheets, word processing and other native files.
5. GIS data.

ADDITIONAL SERVICES (Not Currently Budgeted)

The City may request additional services which may include but is not limited to:

1. Project Development
2. Funding Application Development
3. ADA Transition Plan
4. Asset Maintenance Need Assessment for TPW existing assets
5. Priority Based Budgeting Maintenance based on Public Engagement



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 \$100,000.00, as detailed below.

The Business Equity Goal is 15%.

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 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 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 \$1,000,000.00 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 #104860 is 15%. 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, 15% 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