



REQUEST FOR PROPOSALS

McCart Avenue Corridor Design and Plan

CPN 104757

City of Fort Worth



DATE ISSUED: Thursday, April 13, 2023

SOLICITATION/PROJECT NO: 104757

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

Friday, April 28, 2023, 10:00 A.M. Central Time

Meeting Number: 2559 199 8188

Password: mcart

Meeting Link:

<https://fortworthtexas.webex.com/fortworthtexas/j.php?MTID=md4ed28c3e8d8ecabfbcd858b4e1f9180>

Phone Number: 469-210-7159

MAIL HARD COPIES TO:

City of Fort Worth

Purchasing Division

200 Texas Street

Fort Worth, Texas 76102

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

One (1) electronic in PDF Format on USB.

PROPOSAL DUE PRIOR TO:

Thursday, June 8, 2023, 1:30 P.M. Central Time

TENTATIVE INTERVIEW DATES:

Wednesday, July 5, 2023

Send Questions to:

Walter Council

Principal Regional Planner

Transportation and Public Works Department

Regional Transportation and Innovation Division

EMAIL: walter.council@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.



McCart Corridor Design and Planning Study

Purpose and Summary

McCart Avenue is a regional minor arterial that runs primarily in the City of Fort Worth, north to south, but will eventually connect with the cities of Burleson and Crowley to the south. This study will examine about 10 miles of the southern portion of this corridor from near Interstate 20 (SW Loop 820) to the Burleson City Limits. The plan will develop a set of context-sensitive corridor projects and policies to address future cross-sections, access management, multi-modal transportation elements (including transit), safety improvements, operational improvements, and recommendations for a private realm built-form that supports different modes of transportation and a sense of place. The study will advance economic and community development concepts and strategies for a mixed-use corridor with nodes of varying scales at key points such as the commercial area north of Loop 820 (I-20), at Westcreek, at Altamesa from Westcreek to Woodway, at Southpark Lane/Cleburne Road, Sycamore School Road, along with potential greenfield areas at Risinger, McPherson (future), and Johnson County Road 920 (future). The corridor consists of a mix of existing segments that may need to be retrofitted or undergo full capital renewal, as well as greenfield segments that have not yet been constructed.

This study will serve as upstream project development for the portion of the roadway included in the City's 2022 Bond Program between Loop 820 (I-20) and Sycamore School Road. A similar study examining the corridor north of (Loop 820) I-20 to Downtown is anticipated as a future phase. In May 2022, voters approved \$2.5 Million in local bond funds to fund schematic designs, utility studies and relocation schematics, and/or right-of-way acquisition that will be needed to advance some of the concepts from this plan.

The City is envisioning McCart 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 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 Friday, May 5, 2023 and email to kelly.porter@fortworthtexas.gov

Staff will respond directly to questions in writing but will issue, as quickly as possible, written addenda restating the question and providing the answer which will also be posted on the City’s website. Other updates will also be posted on the website at www.fortworthtexas.gov. We suggest you check the website regularly for any addenda.

The City reserves the right to reject any or all submittals to this 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 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 Wednesday, July 5, 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)

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 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

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 \$850,000.00. An estimated product budget should be included by task, including any travel needs. A 10% 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 (BELOW, PLEASE SEE SECTION D. Business Equity Provisions).

A business equity goal of 10% has been established for this RFP. Please see Attachment A, "Instructions to Bidders 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:

McCart Avenue Corridor Design and Plan, CPN 104757

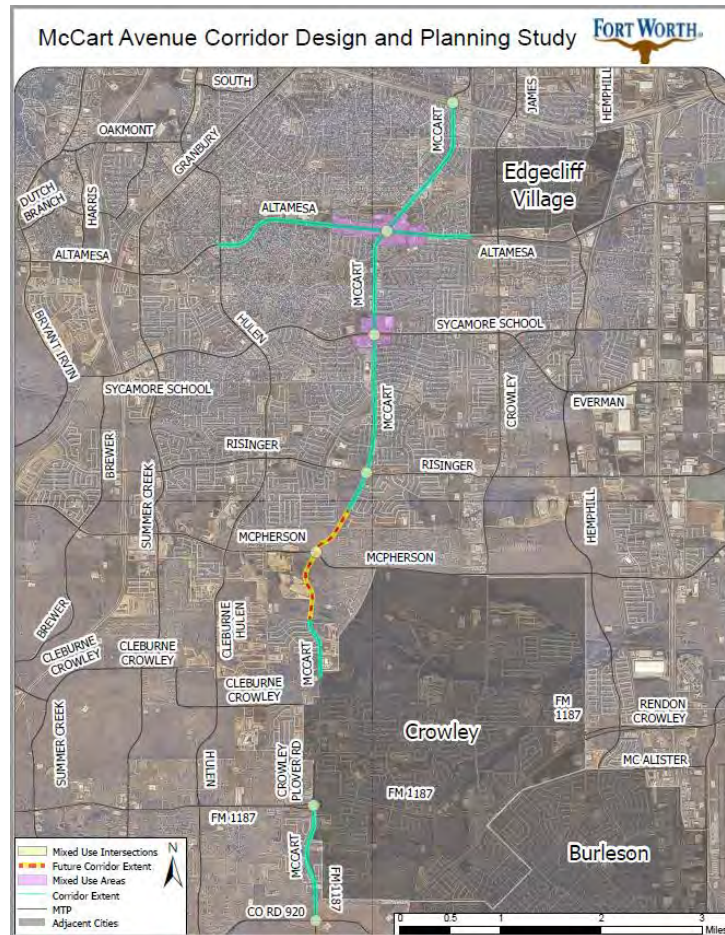


conceptual design, (multi-modal safe streets), microsimulation, smart cities including fiber-readiness, economic development and form-based code development. (15 points)

- 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. (10 points)

Study Area

McCart Avenue from Covert Ave just north of Loop 820 (I-20) to the planned County Road 920. The corridor is mostly in Fort Worth but enters Crowley and Burleson. The corridor is contiguous from the north study limit to West Risinger Road, and has been constructed in various disconnected segments to the south. The study should also address a portion of Altamesa Boulevard from Hulen Street on the west to railroad on the east. The budget for this study is **\$850,000**.



D. PROJECT SCOPE OF WORK BY TASKS

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, and the deputy project manager is Walter Council. 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 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 0-4.
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 in an inclusive approach to public and stakeholder involvement. All outreach should be coordinated with the TPW 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 Five)

A Stakeholder Advisory Committee (SAC) should be formed to vet study recommendations, provide data, participated in outreach, and champion the plan. The SAC is expected not to exceed more than nine (9) members.

Any materials to be presented to the SAC should be provided in at least five (5) 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 draft 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. As part of the corridor concept planning design process, at least one hands on public charrette (virtual and/or person) should be included to engage the community on design expectations and desires. The charrette will also be used as a key piece of form-based code development.



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 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 illicit feedback from elected officials, other groups and populations as deemed necessary. A GIS Survey map will be used as part of this targeted out reach. The consultant will be responsible for defining what is in the survey. The City of Fort Worth will be responsible for building the survey and distributing results.

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 the 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. 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 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 Risinger Road and Twinleaf Drive (City Project Number C02505)
- City of Fort Worth Comprehensive Plan (2020)
- City of Fort Worth Master Thoroughfare Plan (2016)
- 2045 Crowley Comprehensive Plan
- Burleson Comprehensive 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)
- North Central Texas Council on Government (NCTCOG) Mobility 2045
- McCart Avenue Roadway Safety Audit
- Current zoning – Cities of Fort Worth, Crowley, and Burleson
- Subdivision Regulations – Cities of Fort Worth, Crowley, and Burleson
- TxDOT - FM 1187 Improvement Plans
- Trinity Metro A Better Connection (ABC) Network

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. 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 tasks that shall be examined as part of the plan but shall 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
- Sidewalk inventory
- Pedestrian and bicycle safety analysis
- Fiscal impact analysis
- Land suitability/Geotechnical analysis (including topography, geology, plasticity, and hydrology)
- Level D – Subsurface Utility Engineering (SUE - Identify existing utilities and their general location. Determine existing easements and any compensable property rights an existing utility may possess)
- Land use susceptibility to change analysis
- Public health and food security analysis



TASK 2 - DELIVERABLES

1. Existing Conditions and Needs Assessment Report
2. Microsimulation and Arc/GIS Urban Model – Baseline and No-Build as well as any supporting GIS data sets
3. Level D – SUE

TASK 3 – CORRIDOR AND NODE(S) CONCEPT PLAN

The concept plan shall identify relevant cross-section, projects, and policies to maximize the corridor performance, transportation network, and supportive land uses, that if implemented, will enhance mobility, connectivity, safety, and various multimodal travel options. It should also support economic development in the area, improve environmental quality, and enhance the sense of place. The corridor concept should define future cross-sections informed by community desires, existing city planning work, and ensure that there is sufficient right-of-way to develop and construct the corridor. The corridor concept should also define:

- Proposed cross-sections by context zone (including any new location construction, as well as capital renewal, and retrofits)
- Improvements to the pedestrian and bicycle realm, appropriate sidewalks and bikeways, streetscapes, pedestrian crossings, intersection improvements, signals, transit operations, and other supportive infrastructure.
- Strategies for parking management, including on-street and other arrangements behind building to enhance pedestrian friendliness and sense of place.
- Opportunities for E/V charging stations and other smart technologies
- Street grid connections and redundancy to provide appropriate trip usage on and adjacent to the corridor and include backage routes to access parcels.
- Potential drainage and water filtration components found in green streets.

In addition to the McCart Avenue, the concepts should include Altamesa Blvd from Hulen Street on the west to the Railroad crossing on the east, and other major nodes within ½ mile of each side of McCart Avenue.

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. Centers development concept should include a mix of housing, retail, and development types throughout that serve the needs of the community and properly utilize and leverage the local and regional transportation investments in the area. Other elements such public/green space and heat island mitigation should be included.



TASK 3 - DELIVERABLES

1. Planning Level Cross-Sections by context area for McCart and any other supporting corridors identified (e.g. backage streets, Altamesa, Westcreek, 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: IMPLEMENTATION PLAN, FORM-BASED CODE, PHASING, 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 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 uses should be identified to advance project development for deliverable project, specifically around utilities and right-of-way.
- 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

- Final Report
- Project List with phasing, costs, funding sources, implementation partners, descriptions, limits.
- Final cross-sections with Level D SUE and R-O-W needs.
- Catalytic Site(s) proforma(s) and marketing document(s).
- Policy recommendations
- All native files in usable formats (CAD, Adobe Creative Cloud, ESRI, etc.).
- 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.
- Proposed changes to local and regional planning documents.



D. 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 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 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 #104757 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